



City of Somerville

City of Somerville FY23 Budget



Adopted Version



TABLE OF CONTENTS

Introduction	5
FY23 Budget Index	6
Mayor's Message	9
Organizational Chart	11
Community Profile	12
SomerVision 2040	14
Vision Zero Somerville	15
Somerville Climate Forward	16
ARPA Update	17
Budget Overview	18
Expenditures	19
Revenues	23
CY21 Annual Comprehensive Financial Report	31
Departmental Budgets	32
City Council	33
Clerk of Committees	36
Executive Office	38
Administration (Exec)	40
Accountability, Transparency, & Access	44
SomerStat	46
Arts Council	50
Office of Sustainability & Environment	57
Racial & Social Justice	61
Communications & Community Engagement	64
CCE	66
Constituent Services	72
SomerViva: Office of Immigrant Affairs	77
Human Resources	83
Information Technology	89
Elections	93
City Clerk	96
Licensing Commission	100
Law	102
Inspectional Services	105
Infrastructure & Asset Management	111
IAM	113
Capital Projects	117
Engineering	121
Finance	127
Treasury	129
Auditing	134
Procurement & Contracting Services	139
Assessing	144



Grants Development	149
Office of Strategic Planning & Community Development	153
Administration (OSPCD)	155
Planning & Zoning	159
Housing	164
Housing Stability	169
Economic Development	174
Redevelopment Authority	179
Mobility	181
Public Space & Urban Forestry	186
Public Safety	190
Fire	192
Fire Alarm	200
Emergency Management	203
Police	207
Animal Control	217
E-911	220
Parking	222
Health & Human Services	228
HHS	230
Council on Aging	235
SomerPromise	241
Veterans' Services	245
Culture & Recreation	249
Libraries	251
Parks & Recreation	255
Fields Maintenance	259
Public Works	263
Administration (DPW)	265
Buildings	269
Grounds	273
School Custodians	277
Solid Waste	281
Highway	284
Lights & Lines - Electrical	288
Fleet Management	291
Snow Removal	294
Water Enterprise Fund	296
Sewer Enterprise Fund	305
Kennedy Pool Enterprise	314
Dilboy Field Enterprise	318
Rinks Enterprise	322
Debt Service	325
State Assessments	327
Health & Life Insurance, Medicare	329
Worker's Compensation	334
Unemployment Compensation	335
Pension	336
Salary Contingency	339



Damages & Building Insurance	340
Revolving Funds	341
PEG/Access Fund	342
Community Preservation Act Fund	343
Pay-Go Capital	344
Appendices	345
Appendix A: Glossary	346
Appendix B: Personnel Table	349
Appendix C: Financial Policies	370
Appendix D: Basis of Accounting & Budgeting	382
Appendix E: Budget Calendar	384
Appendix F: Fund Descriptions	385



INTRODUCTION



FY23 Budget Information & Index

Budget Information

Welcome to the FY23 Budget Book for the Fiscal Year (FY) July 1st, 2022 - June 30th, 2023.

For the first time ever, the FY23 budget process began externally in January, with the Mayor requesting input from Councilors on their funding priorities and what they'd like to see as part of the FY23 Budget. Among the 11 Councilors, 179 individual priorities were submitted and a **Special Finance Committee of the Whole** was held on March 30th, 2022 to reach a consensus on 10 priorities for submission to the Mayor. In preparation for the budget hearings, and with many first-term Councilors, a **Special Meeting of the City Council** was held at Somerville High School on May 19th, led by Evan Horowitz of Tufts' College of Civic Life and Ed Bean, Director of Finance. For those unfamiliar with municipal budgeting, the presentation provided a budget primer, as well as a first look at FY23 revenue estimates. The Mayor submitted a Proposed FY23 Budget to the City Council on June 1st and her presentation of the FY23 Budget on June 2nd can be found at <https://www.somervillema.gov/fy23budget>.

While there, check out the Budget Hearings Schedule containing a detailed listing of the complete budget process, including the Public Hearing (June 6th), several nights of Department Hearings in which each department head came before the Finance Committee, Cut Night, and the Final Vote, the last two of which were attended by the full Council. A total of \$676,219 in cuts were made between Police (\$566,398) and a newly proposed Division of Accountability, Transparency, & Access (\$109,821). More information can be found in the individual department pages of the budget book. The Documents tab contains all other materials referenced in the Budget Process & Hearings, including another first in FY23: answers to questions pre-submitted by Councilors to department heads prior to their Budget Hearing. For a more detailed breakdown of the Budget Timeline, including internal deadlines, see below the Index.

City of Somerville

Katjana Ballantyne, Mayor
Ed Bean, Director of Finance
Mike Mastrobuoni, Budget Manager
Megan Huckenpahler, Budget Analyst

Somerville City Council

Matthew McLaughlin, President, Ward 1
Ben Ewen-Campen, Vice-President, Ward 3
Kristen Strezo, At-Large
Williw Burnley, Jr., At-Large
Charlotte Kelly, At-Large (*Finance Committee Member*)
Jake Wilson, At-Large (*Finance Committee Chair*)
Jefferson Thomas ("J.T.") Scott, Ward 2 (*Finance Committee Member*)
Jesse Clingan, Ward 4
Beatriz Gomez-Mouakad, Ward 5 (*Finance Committee Member*)
Lance Davis, Ward 6
Judy Pineda Neufeld, Ward 7 (*Finance Committee Member*)

Introduction	Departmental Budgets (cont.)	Departmental Budgets (cont.)	Non-Departmental Budgets
FY23 Budget Information	Communications & Community Engagement	Public Safety	Water Enterprise Fund
Mayor's Message	CCE	Fire	Sewer Enterprise Fund
Organizational Chart	Constituent Services	Fire Alarm	Kennedy Pool Enterprise



Community Profile ↗	SomerViva: Office of Immigrant Affairs (SOIA) ↗	Emergency Management ↗	Dilboy Field Enterprise ↗
SomerVision 2040 ↗	Human Resources ↗	Police ↗	Rinks Enterprise ↗
Vision Zero Somerville ↗	Information Technology ↗	Animal Control ↗	Debt Service ↗
Somerville Climate Forward ↗	Elections ↗	E-911 ↗	State Assessments ↗
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	IAM ↗	Veterans' Services ↗	Damages & Building Insurance ↗
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Administration (Exec) ↗	Assessing ↗	Buildings ↗	Appendix A: Glossary ↗
Accountability, Transparency, & Access ↗	Grants Development ↗	Grounds ↗	Appendix B: Personnel Table ↗
SomerStat ↗	Office of Strategic Planning & Community Development ↗	School Custodians ↗	Appendix C: Financial Policies ↗
Arts Council ↗	Administration (OSPCD) ↗	Solid Waste ↗	Appendix D: Basis of Accounting & Budgeting ↗
Office of Sustainability & Environment ↗	Planning & Zoning ↗	Highway ↗	Appendix E: Budget Calendar ↗
Racial & Social Justice ↗	Housing ↗	Lights & Lines - Electrical ↗	Appendix F: Fund Descriptions ↗
	Housing Stability ↗	Fleet Management ↗	
	Economic Development ↗	Snow Removal ↗	



	Redevelopment Authority ↗		
	Mobility ↗		
	Public Space & Urban Forestry ↗		

■ Information sharing
■ Division due dates
■ City Council involvement

FY23 Budget Calendar

February							March							April							May							June						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
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6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11
13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18
20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25
27	28						27	28	29	30	31			24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30		
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FY23 Budget Key Dates & Deadlines

- 2/17 Budget Kickoff
- 2/23 Budget Priorities and Areas of Focus sent from Mayor Ballantyne
- 3/18 Level-Service staffing costs shared
- 3/25 Level-Service budgets due
- 4/4 Requests for additional funding due
- 4/7 City Councilors submit budget priorities to the Mayor's Office

FY23 Budget Key Dates & Deadlines (cont.)

- 4/15 Draft revenue estimates due
- 4/29 Digital Budget Book department pages available
- 5/19 Special Meeting of City Council conveying fiscal trends impacting FY23 budget
- 6/1 Budget submitted to City Council
- 6/6 - 6/22 Finance Committee meetings reviewing budget
- 6/23 FY23 Budget Vote by City Council

Please note that while May does not appear to have any deadlines, there will likely be involvement with the Mayor's Office as proposals are reviewed and Councilor budget priorities are taken into account





Mayor's Message

Katjana Ballantyne, Mayor of Somerville

To the Honorable City Council and Somerville Residents and Business Owners:

Our vision for Somerville is an inclusive, equitable community where we can all thrive together. We are a progressive city, but the question is: "How do we create progress for all?" The answer is that we need "a foundation for progress," which is the theme of my administration's FY23 budget.

COVID-19 has laid bare the inequities present in our city. As we enter our third year of the pandemic, we need to center equity as we target services and supports to residents most impacted. This also requires investing in foundational aspects of our City's underlying systems: the core processes and people that make up an efficient and nimble local response. We need to build equity-oriented systems from the bottom so that we can quickly meet community needs, meaningfully engage all residents in policy decisions, and equip City staff with the tools they need to strengthen services for our residents.

Since becoming Mayor, I have met regularly with community members—youth, immigrants, people of color, seniors, non-English speakers, individuals with disabilities, and others. This community engagement informed the key investments in this budget and will put Somerville on a stronger path forward to apply an equity lens to all City policies and programs.

Our administration is grounded in inclusive leadership. That is why in January, after I was sworn in as Mayor, I kicked off the FY23 budget process by inviting the City Council to share their priorities in the form of budget resolutions, the first time a Somerville Mayor has done so. I am proud that our FY23 budget, which includes investments in many of the Council's priorities, is the product of collaboration between my administration, the City Council, and community.

This collaboration was the first step in our transition to participatory budgeting, and this budget includes the next major step: a \$1 million investment that will allow community members to propose and vote on priority projects for funding in future budgets. Residents and community-based organizations want and deserve to have their voices heard as part of our municipal budget process.

Our FY23 budget includes another historic first: an \$8.4 million, or 10%, increase in the Somerville Public Schools (SPS) budget. This is the largest increase in SPS history. This funding will help ensure that all students, particularly students of color, students with disabilities, and low-income students, have access to a high-quality and well-rounded education. Our children are our future, and this budget makes a significant investment in theirs. SPS will prioritize investments in mental health supports for students, special education, and pay equity for paraprofessionals. In addition, the City will invest \$850,000 in making much-needed improvements to our school buildings, including the Brown and Winter Hill schools. Staff will conduct a space needs study and roadmap improvements in our buildings across the city.

We are making strategic investments in our Health and Human Services (HHS) Department's ability to deliver mental health supports for residents and broad support for our youth while increasing our public health workforce. This includes the creation of a Manager of Mental Health Services position, which will support and complement frontline mental health staff, and a Director of Youth Services role, which will support youth priorities and services. For the first time, the budget increases funding for our LGBTQ+ Services Coordinator from a part-time role into a full-time position. Meanwhile, an investment in new public health positions is a key next step in centering health equity as a priority in our city.

This budget also makes significant investments in promoting environmental sustainability and combating climate change. This includes a \$100,000 investment in the Office of Public Space and Urban Forestry for the creation of a pollinator action plan, which will aim to identify interventions that create the best habitat for Somerville-specific pollinators and wildlife. In addition, this budget includes more than \$600,000 in new funding for the Office of Sustainability and Environment as well as a significant investment in Clean, Green Somerville, a new energy efficiency program. Paired with a \$1 million allotment of American Rescue Plan Act (ARPA) funds, the Housing Division will create and lead an energy efficiency program to assist Somerville property owners with comprehensive home improvements.

Two new staff positions in the Office of Housing Stability will help prevent displacement in our city, particularly for immigrant and non-English speaking families facing housing insecurity. A new Client Services Coordinator and Intake Supervisor will help residents navigate and access resources that will help them stay in their homes. These roles will be paired with increased rental assistance opportunities through the City's ARPA funds.



My administration is also making major investments in our Inspectional Services Department (ISD). We propose three new full-time positions: an Electrical Inspector, an Operations Manager, and an ISD Liaison who will directly support residents and businesses in navigating the permitting process. This budget also expands our SMART rodent control program to mitigate rodent activity in Somerville.

In addition to making these key investments in resident services and policy initiatives, we need to acknowledge that the City of Somerville is at a key point in its development. The City has grown into a \$300 million organization. It is imperative that we strengthen our core processes and support our City workers, who have worked tirelessly during a global pandemic. This budget makes foundational investments in our City that will improve residents' daily quality of life, advance transformative policy goals, and target additional support to residents who need it most.

For example, this includes investments in our City's Information Technology (IT) Department. After years of minimal investments in IT, our technological capacity is behind what our residents expect and require from our government. This budget includes two new IT Application Support Specialist positions, which will strengthen underlying systems that allow us to engage with and respond to the daily needs of residents. In addition to IT, we propose increased support in HR, Finance, and other internal-facing departments in the City.

In another fundamental shift, this budget reimagines the structure of our government by proposing a Chief Administrative Officer (CAO). This position, similar to a Chief Operating Officer in the private sector, will increase the efficiency of internal systems that will allow City workers to focus on providing high-quality services instead of navigating time-consuming processes. The City needs a strong, operationally skilled CAO to implement our SomerVision goals as the scope, size, and mission of our government continue to grow.

To help us increase government openness and transparency, this budget includes a new Office of Accessibility, Transparency, and Access. The world of civic engagement and participation is shifting rapidly in an increasingly digital landscape. This new office will conduct a needs assessment of accountability, ethics, and access issues across the City in order to propose clear and consistent processes. This is a key step toward ensuring transparent and ethical governance.

Finally, as the Department of Racial and Social Justice continues to engage our community in a conversation about reimagining public safety and as we conduct a staffing and operations study of the Somerville Police Department, we are committed to keeping Police staffing levels the same as the previous year. There is an increase in the Police Department's budget based on a realistic view of costs, such as collectively bargained salary increases, expected overtime, and implementation of body worn cameras. Our goal is to promote transparency and accountability in policing as we do the work to reimagine public safety.

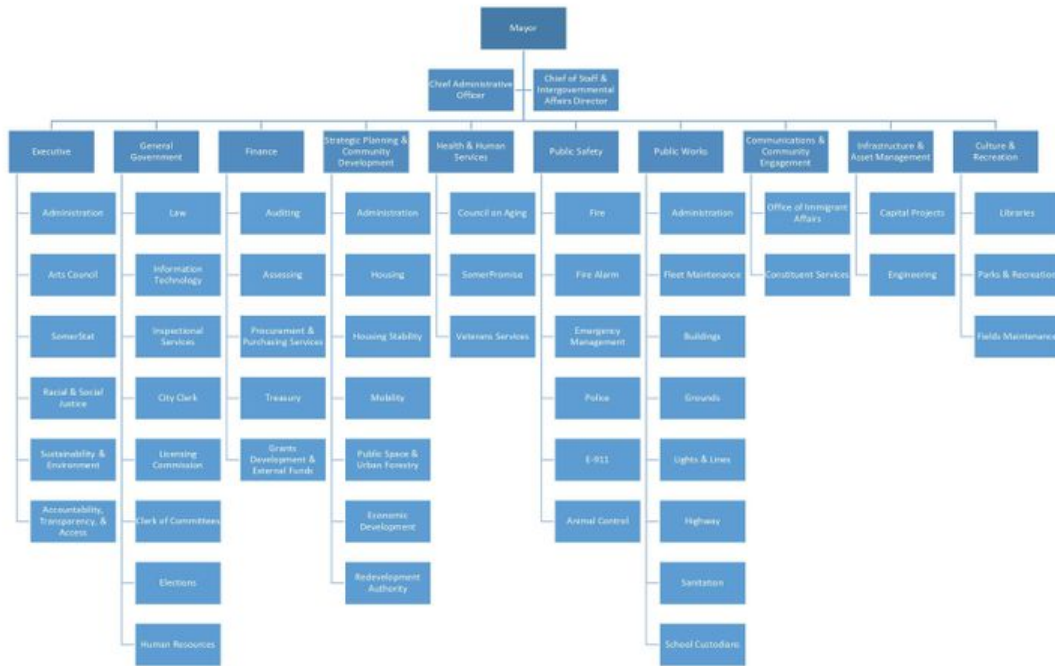
I appreciate the City Council's engagement in the development of this FY23 budget proposal and submit it with respect for the careful consideration and review I know it will receive. Together, we will create "a foundation for progress" for a city where all Somerville residents can thrive.

Sincerely,



Mayor Katjana Ballantyne

City of Somerville, Departmental Organization



Community Profile

Somerville is a city located in Middlesex County, Massachusetts, just two miles north of Boston. Occupying slightly more than four square miles and with a population of 80,906, including thriving immigrant communities from all over the world, Somerville is the most densely populated community in New England and one of the most ethnically diverse cities in the nation. Rich in both history and culture, the city boasts numerous intriguing historical sites, community spaces, businesses, and restaurants.

Somerville has a rich and lengthy history dating back before the 1700s when it was first settled by native people – the Massachuset Indians – drawn by the abundance of alewife, a fish still found in the Mystic River today. The area was colonized by Europeans in 1630 as a part of Charlestown. It later played a significant role in events leading up to and during the American Revolution. Somerville was still largely rural with roughly 1,000 residents when it established itself as a town in 1842, separate from the urbanizing Charlestown. The town was officially incorporated as a city in 1872 by which time its population had grown significantly to roughly 15,000, and its economy was more industrialized with several manufacturing businesses. By the early 1900s, Somerville had evolved into a densely settled urban area with the population growing very rapidly each year, more than doubling within 30 years.

As a part of Charlestown, areas existing in modern-day Somerville were critical military positions in the American Revolution. The historic Powder House - now considered one of the most distinct pre-Revolutionary structures in Massachusetts - housed gunpowder for Revolutionary soldiers during the war. During British invasion, Somerville (then Charlestown) was part of the route ridden by Paul Revere on his famous “Midnight Ride.” Finally, and most notably, Prospect Hill was the site of the raising of the first Grand Union Flag, under the orders of General George Washington, on January 1, 1776.

Today, Somerville is a vibrant mix of blue-collar families, young professionals, growing and established families, college students, and recent immigrants from countries as varied as Brazil, Haiti, and Nepal. There are more than 50 spoken languages in Somerville schools. With a large immigrant population, Somerville celebrates its diversity through numerous inclusive events celebrating cultural traditions and holidays. Somerville is a diverse, dense, walkable, community that offers comparatively affordable housing in the Boston Metropolitan Area. Given the City's convenient location near numerous educational institutions, including three of the nation's leading institutions of higher learning, Tufts, Harvard, and MIT, it comes as no surprise that college and graduate students make up almost 19% of the population.

Somerville is defined by its city squares. Its large number of squares help mark neighborhood boundaries while also featuring bustling businesses and entertainment centers. Among the most active today are Davis Square, Union Square, Ball Square, Teele Square, and Magoun Square. Each offers a mix of ethnic restaurants, bars, shops and small businesses to fit every taste and occasion. The City shares its southern border with Cambridge and the MBTA Red and Orange Lines connect Davis Square to Cambridge and Boston. The long-awaited Green Line Extension finally broke ground in FY 2019 and is on pace to be fully complete and operation by the end of 2021. When complete, the number of Somerville residents within a half mile of public transit will jump from 15% to 85%.



Population - Gender	
Total Population	80,906
Male	40,106
Female	40,800

Population - Age	
9 years or less	6,044
10 - 19 years	5,861
20 - 24 years	9,111
25 - 34 years	26,894
35 - 44 years	11,640
45 - 54 years	7,109
55 - 64 years	6,951
65+ years	7,296
Median Age	31.3

Race	
White non-Hispanic/Latino	68.2%
Black/African American	5.6%
Asian	10.2%
Hispanic/Latino	12.4%
Other	3.6%

Income	
Less than \$10,000	4.1%
\$10,000 to \$14,999	4.1%
\$15,000 to \$24,999	5.6%
\$25,000 to \$34,999	4.4%
\$35,000 to \$49,999	6.4%
\$50,000 to \$74,999	12.7%
\$75,000 to \$99,999	13.9%
\$100,000 to \$149,999	21.2%
\$150,000 to \$199,999	13.1%
\$200,000 or more	14.4%
Median income (dollars)	\$ 97,328
Mean income (dollars)	\$117,141

Education	
Less than 9th grade	4.8%
9th to 12th grade, no diploma	4.5%
High school graduate	13.9%
Some college, no degree	9.1%
Associate's degree	3.2%
Bachelor's degree	33.4%
Graduate or professional degree	31.1%

Housing	
Owner-occupied units	11,036
Renter-occupied units	21,766
Median home value	\$ 664,700
Median mortgage payment	\$2,585
Median monthly rent	\$1,874
Vacancy rate	5.3%

Household Composition	
Total households	32,802
Family households	13,920
Two-parent	10,449
Single-parent	3,471
Non-family households	18,882
Average household size	2.37

Commuting Share	
Drove alone	36.8%
Carpooled	5.4%
Public transportation	33.6%
Walked	11.3%
Bicycle	7.1%
Other	5.8%
Mean travel time to work (mins)	32.6

Source: 2019 American Communities Survey
5-year estimates



SomerVision 2040

For the latest information on SomerVision 2040, please visit <https://www.somervision2040.com/> or view the report below.

SomerVision 2040

Comprehensive Plan Update | 2010 - 2040
City of Somerville, Massachusetts



Mayor Joseph A. Curtatone
Adopted October 2021
[SomerVision2040.com](https://www.somervision2040.com)

Vision Zero Somerville

For the latest information on Vision Zero Somerville, please visit <https://www.somervillema.gov/departments/programs/vision-zero-somerville> or view the report below.



2021 Vision Zero Annual Report

Vision Zero is the City's plan to end traffic fatalities and severe injuries on our streets.

The City adopted its Vision Zero policy in 2017, and finalized the Action Plan in 2020. This annual report marks progress made during Year 2 of the Action Plan.

Read more about Vision Zero and the Action Plan at [somervillema.gov/visionzero](https://www.somervillema.gov/visionzero)



College Ave at Kidder Ave



Blakeley Ave

Why is Vision Zero important?

Motor vehicle crashes are a leading cause of death nationally. Each year, more than 40,000 people are killed on U.S. streets and thousands more are injured.

In 2021, more people died on Massachusetts roads than in any year since 2009.

What is the City doing to accomplish Vision Zero?

The City is taking action to reverse these trends, make our streets safer for everyone, and advance our Vision Zero goals.

This report summarizes major Vision Zero accomplishments in 2021 and the City's plans for the future.



Powder House Circle



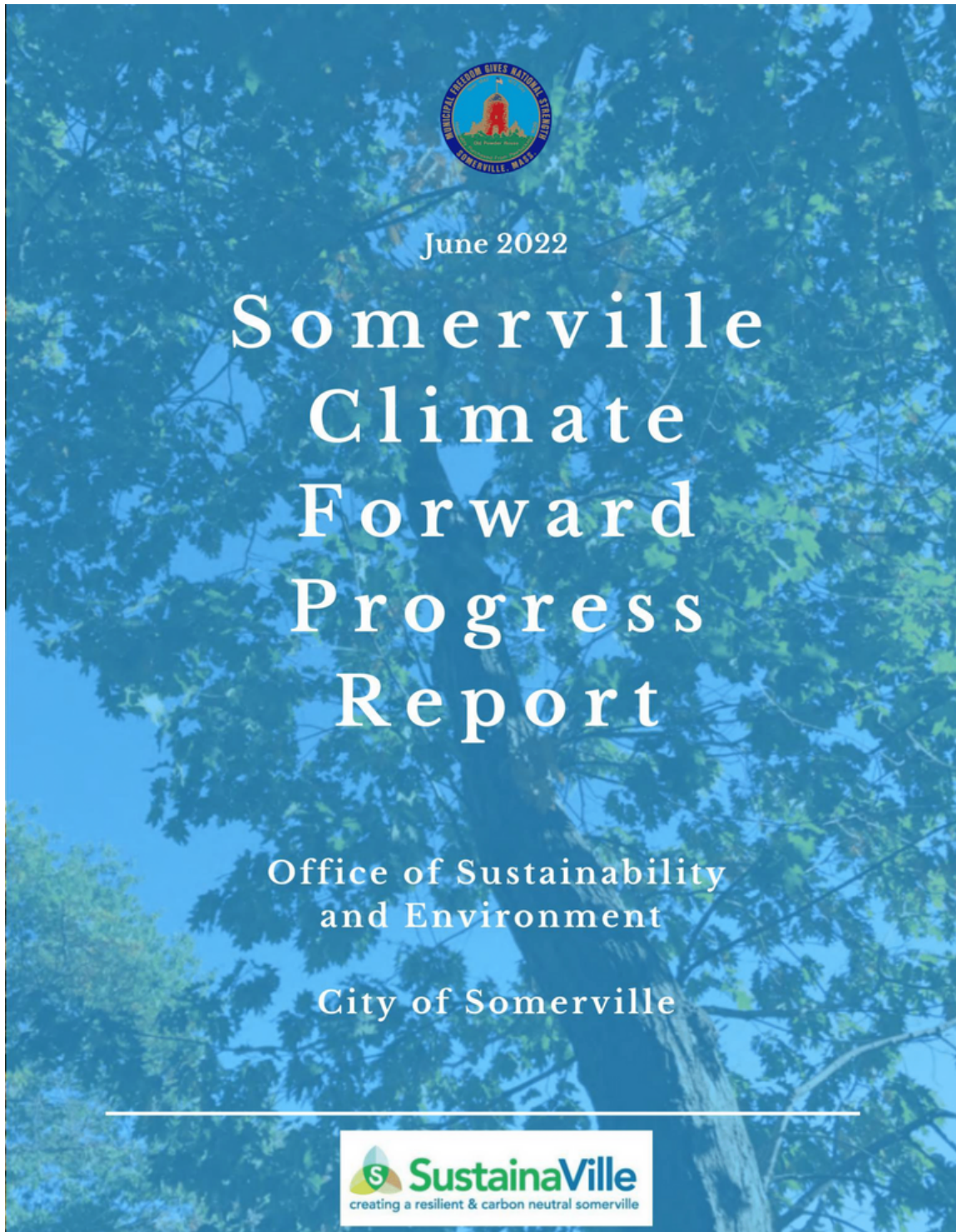
City of Somerville
Mayor Katjana Ballantyne
[Somervillema.gov/VisionZero](https://www.somervillema.gov/VisionZero)



Somerville Climate Forward

For the latest information on Somerville Climate Forward, please visit

<https://www.somervillema.gov/departments/programs/somerville-climate-forward> or view the report below.



ARPA Update

The American Rescue Plan Act, or ARPA, is a federal funding package to help communities recover from the COVID-19 pandemic. Somerville is receiving \$77.5 million dollars from ARPA's State and Local Fiscal Recovery Fund for local recovery efforts. The City will use this money to fund programs that improve our community and help our residents. Funds must be obligated by the end of 2024 and spent by the end of 2026.

The City has hosted two community forums, conducted a survey with more than 1,000 respondents to date, and held more than 40 meetings with local constituents and service providers. The Mayor's Advisory Committee will take this community feedback and decide how to allocate ARPA funds between all the allowable uses. The Mayor will provide general guidance as to how much funding should go toward each allowable use, and then accept applications for ARPA-funded projects from both City offices and local community organizations.

To date, the top priorities identified have been:

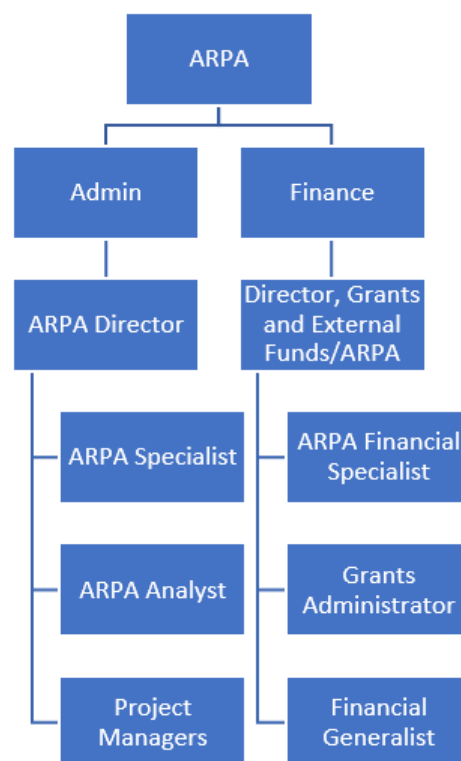
- Serving the hardest hit communities.
- Addressing the negative economic impacts of the pandemic.
- Investing in water, sewer, and broadband infrastructure.

The top themes are:

- Affordable housing and rental assistance
- Community center
- Mental health services
- Resource connectors and supporting service providers
- Financial stability, including good jobs and direct payments
- Safe streets and transportation

In FY23, the ARPA Department will continue to approve projects and allocate funding. There will be a continuation of the community engagement process, through surveying and dynamic prioritization of projects. There will be a Mayor's ARPA Advisory Committee that will help with the creation a statement of community values and distillation of the findings of the community engagement process. This will lead to funding brackets within each funding category and a public application portal.

For the most up to date information on the City's use of ARPA funds, please visit www.somervillema.gov/arpa (<http://www.somervillema.gov/arpa>).



BUDGET OVERVIEW

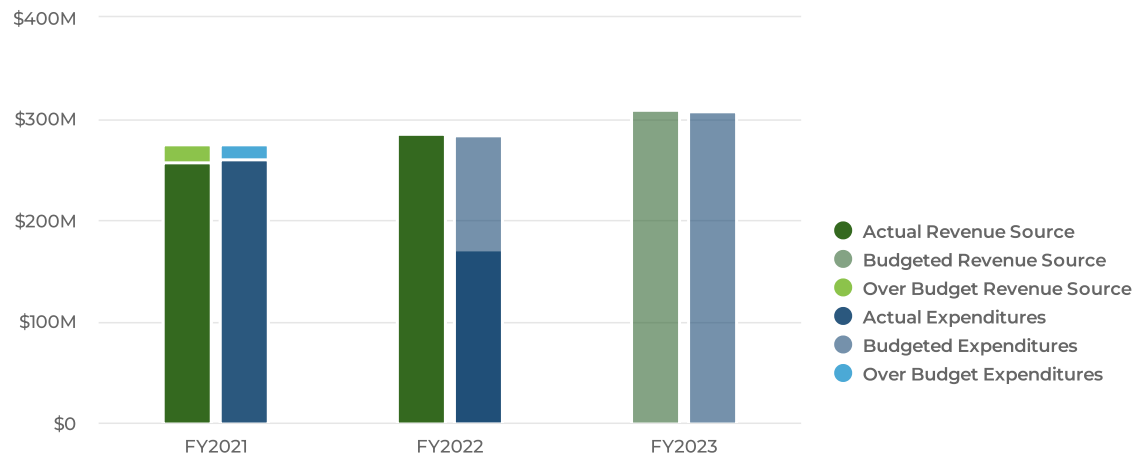




Expenditures

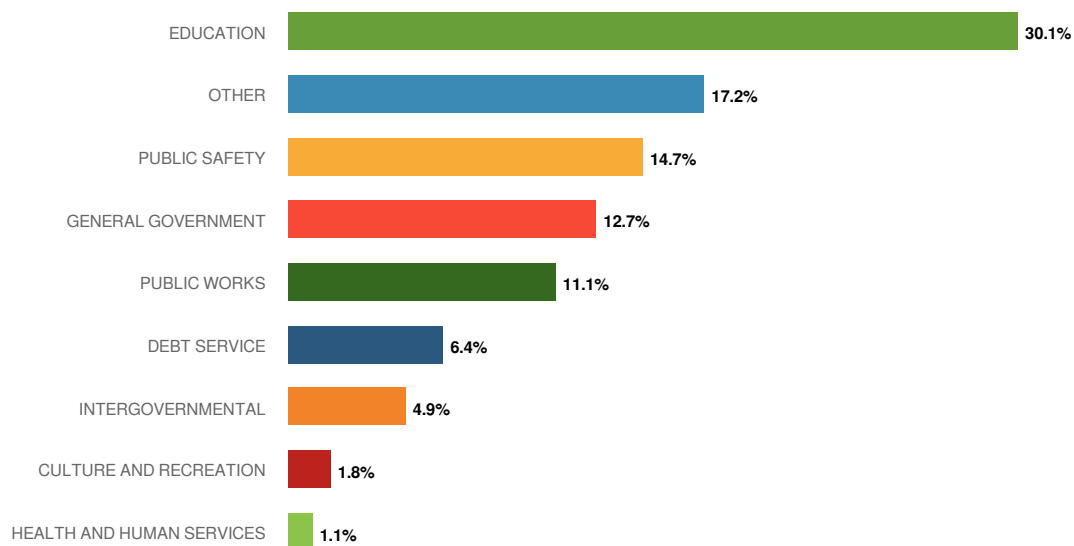
Summary

The City of Somerville is projecting \$309.5M of revenue in FY2023, which represents a 8% increase over the prior year. Budgeted expenditures are projected to increase by 8.1% or \$22.96M to \$307.77M in FY2023 in addition to \$1.7M in Overlay Reserve.

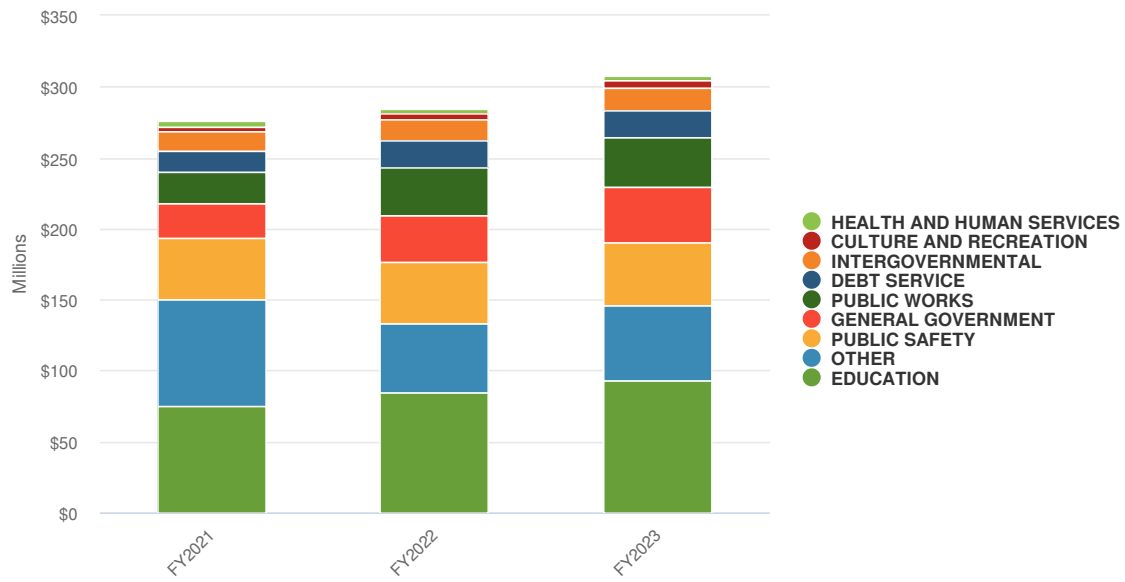


Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



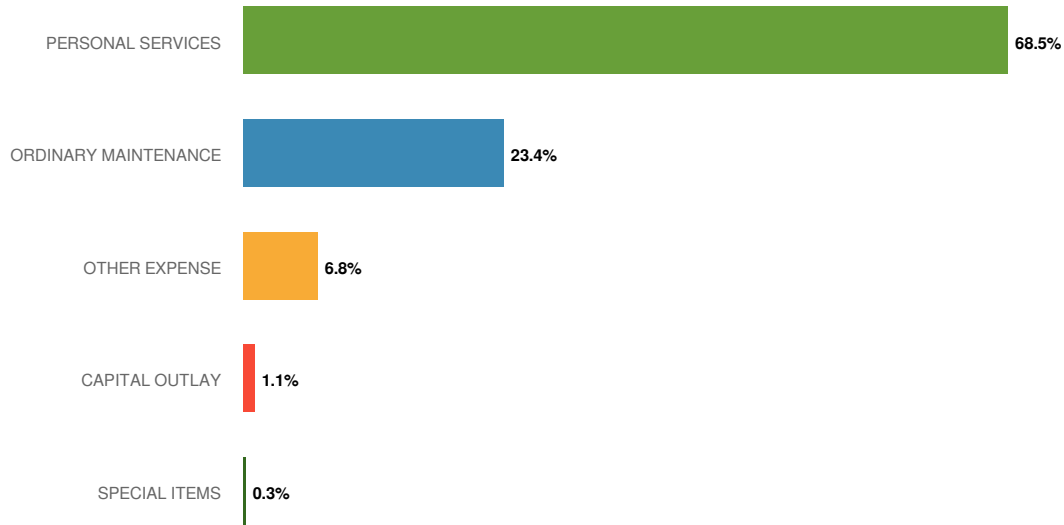
Loading Data

The updated data table is currently being generated.

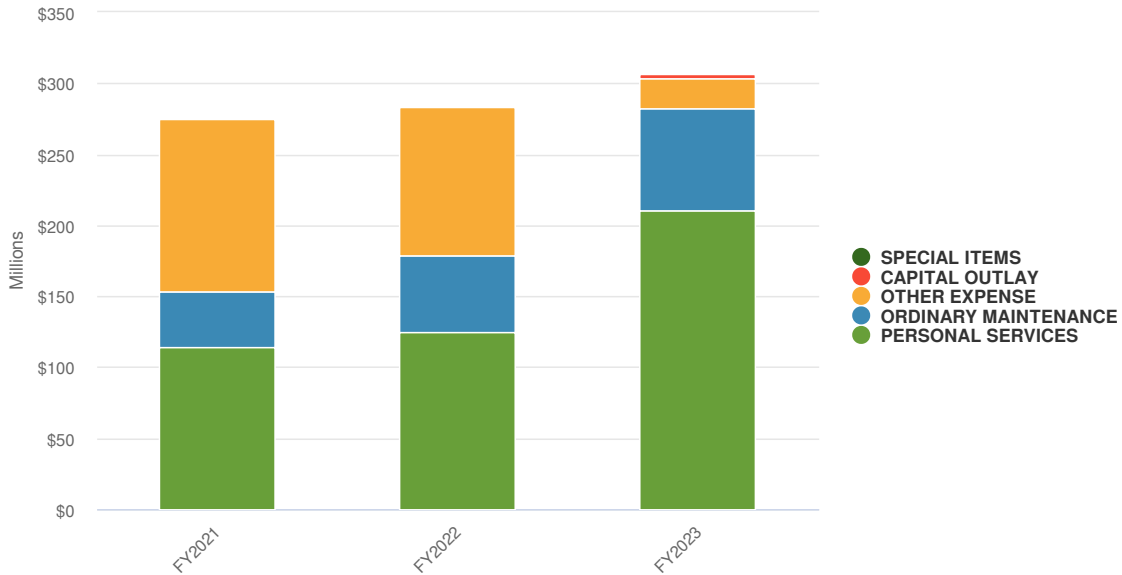


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	FY2022 Original Budget vs. FY2023 Budgeted (% Change)
Expense Objects				
PERSONAL SERVICES	\$124,777,153	\$105,241,050	\$210,728,067	68.9%



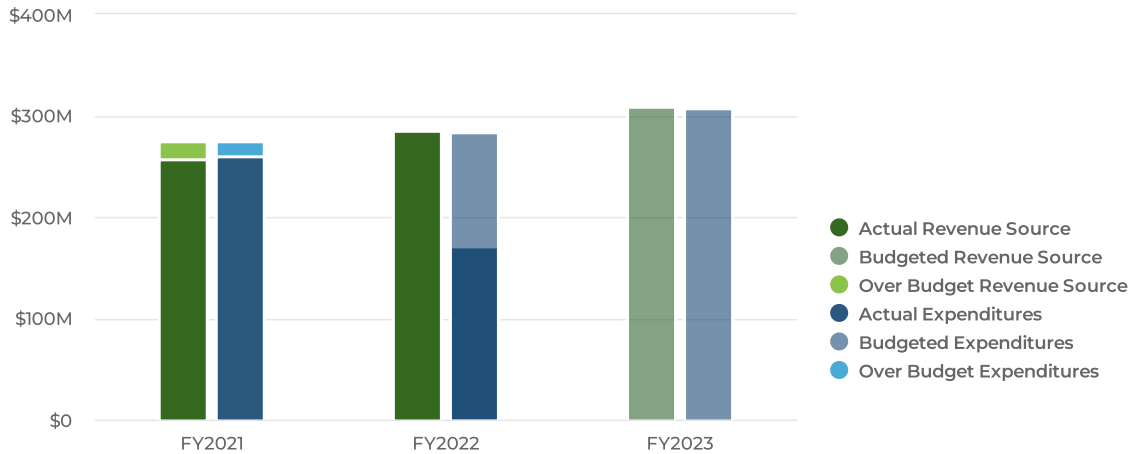
Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	FY2022 Original Budget vs. FY2023 Budgeted (% Change)
ORDINARY MAINTENANCE	\$53,803,425	\$35,958,579	\$71,871,099	33.6%
CAPITAL OUTLAY	\$710,000	\$351,561	\$3,360,000	373.2%
SPECIAL ITEMS	\$773,084	\$384,574	\$809,934	4.8%
OTHER EXPENSE	\$104,748,724	\$29,338,917	\$20,791,749	-80.2%
Total Expense Objects:	\$284,812,386	\$171,274,680	\$307,560,849	8%





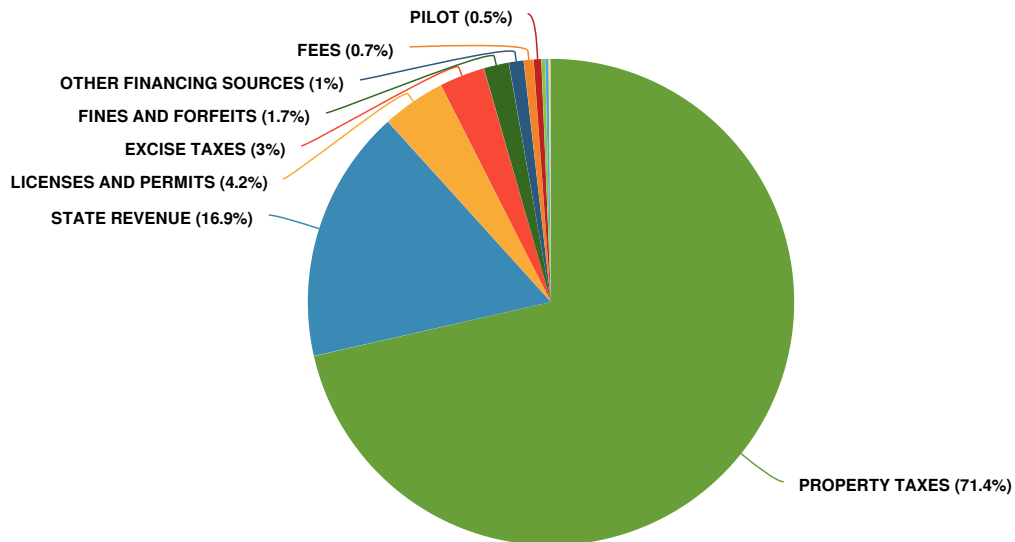
Summary

The City of Somerville is projecting \$309.5M of revenue in FY2023, which represents a 8% increase over the prior year. Budgeted expenditures are projected to increase to \$307.77M in FY2023 in addition to \$1.7M in Overlay Reserve

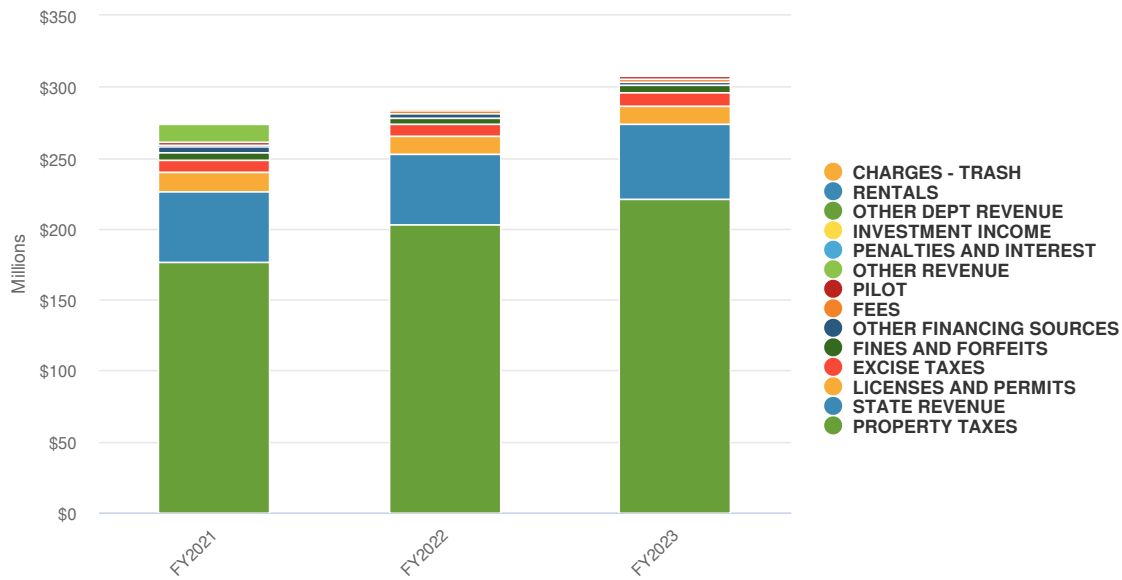


Revenues by Source

Projected 2023 Revenues by Source



Budgeted and Historical 2023 Revenues by Source



Name	FY2021 Actual	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	FY2022 Original Budget vs. FY2023 Budgeted (% Change)
Revenue Source					
PROPERTY TAXES					
REAL ESTATE TAXES	\$176,834,294	\$202,507,656	\$190,491,199	\$221,105,279	9.2%
Total PROPERTY TAXES:	\$176,834,294	\$202,507,656	\$190,491,199	\$221,105,279	9.2%
EXCISE TAXES					
MOTOR VEHICLE EXCISE TAX	\$7,226,706	\$5,907,240	\$5,895,167	\$6,025,385	2%
LOCAL MEALS EXCISE	\$1,398,887	\$1,487,251	\$1,727,726	\$2,127,726	43.1%
LOCAL OPTION ROOM EXCISE	\$419,362	\$443,547	\$1,000,909	\$1,205,000	171.7%
Total EXCISE TAXES:	\$9,044,954	\$7,838,038	\$8,623,802	\$9,358,111	19.4%
PENALTIES AND INTEREST					
INTEREST - PERSONAL PRO	\$7,986	\$5,000	\$7,001	\$6,939	38.8%
INTEREST - REAL ESTATE	\$571,076	\$200,000	\$425,599	\$389,535	94.8%
INTEREST - EXCISE TAX	\$86,832	\$20,000	\$54,272	\$51,510	157.6%
INTEREST - TAX TITLE	\$92,306	\$35,000	\$112,920	\$61,580	75.9%
DEMAND & PENALTIES TAX/EXCISE	\$301,054	\$150,000	\$157,636	\$115,500	-23%
PENALTIES NON CRIMINAL DEMAND	\$13,668	\$10,520	\$11,160	\$10,520	0%
PENALTIES NON CRIMINAL LIEN	\$55,275	\$30,000	\$47,088	\$45,000	50%
INTEREST-DEFERRED TAX	\$1,065	\$500	\$0	\$25	-95%
PENALTIES NON CRIMINAL DEMAND	\$3,978	\$0	\$4,032	\$0	0%



Name	FY2021 Actual	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	FY2022 Original Budget vs. FY2023 Budgeted (% Change)
PENALTIES NON CRIMINAL LIEN	\$1,725	\$0	\$2,100	\$0	0%
Total PENALTIES AND INTEREST:	\$1,134,966	\$451,020	\$821,809	\$680,609	50.9%
PILOT					
PAYMENTS IN LIEU OF TAXES	\$1,506,512	\$1,595,911	\$75,627	\$1,555,551	-2.5%
Total PILOT:	\$1,506,512	\$1,595,911	\$75,627	\$1,555,551	-2.5%
FEES					
COPIES OF RECORDS	\$0	\$10	\$0	\$10	0%
COPIES OF RECORDS	\$625	\$500	\$698	\$500	0%
CERT OF LIENS	\$189,400	\$124,800	\$133,325	\$140,800	12.8%
CONSTABLE FEES	\$0	\$495	\$590	\$590	19.2%
COPIES OF RECORDS	\$1,660	\$800	\$464	\$800	0%
RETURNED CHECK FEE	\$1,305	\$750	\$1,140	\$980	30.7%
BIKE ADVERTISING FEE	\$0	\$15,600	\$32,400	\$32,400	107.7%
COPIES OF RECORDS	\$1,290	\$300	\$1,224	\$300	0%
COPIES OF RECORDS	\$0	\$0	\$350		N/A
FRANCHISE FEE	\$201,000	\$201,000	\$201,000	\$201,000	0%
ADVERTISING FEES	\$300	\$450	\$675	\$0	-100%
BUS CERTIFICATE	\$17,160	\$16,500	\$20,160	\$10,500	-36.4%
COPIES OF RECORDS	\$81,745	\$84,000	\$75,171	\$84,000	0%
NOTARIZATION	\$0	\$150	\$2	\$0	-100%
SPGA FEES	\$450	\$600	\$915	\$750	25%
CS APPLICATION FEE	\$2,600	\$2,000	\$2,020	\$2,000	0%
COPIES OF RECORDS	\$0	\$250	\$0	\$250	0%
HEARING FEES	\$18,150	\$0	\$20,650	\$17,700	N/A
COPIES OF RECORDS	\$50	\$4,300	\$75	\$4,300	0%
CONDO APPL FEE	\$70,225	\$57,600	\$85,900	\$79,200	37.5%
RETURNED CHECK FEE	\$150	\$500	\$100	\$0	-100%
SAFETY REVIEW FEE	\$443,436	\$500,000	\$1,727,804	\$680,000	36%
GAS STATIONS	\$0	\$3,000	\$360	\$3,000	0%
OIL TRUCKS	\$3,300	\$3,200	\$1,250	\$3,200	0%
SCALES	\$2,322	\$5,500	\$230	\$5,500	0%
TAXI METERS	\$0	\$500	\$0	\$500	0%
DETAIL SURCHARGE	\$384,550	\$227,500	\$293,507	\$250,000	9.9%
FINGERPRINTING FEES	\$135	\$1,500	\$1,740	\$1,500	0%
POLICE CRUISER FEES	\$9,640	\$7,920	\$17,840	\$15,000	89.4%
WITNESS FEES	\$13	\$20	\$0	\$20	0%
COPIES OF RECORDS	\$0	\$50	\$0	\$50	0%
DETAIL SURCHARGE	\$45,061	\$40,000	\$92,762	\$80,000	100%
MISC FEES	\$85,100	\$95,000	\$88,020	\$95,000	0%



Name	FY2021 Actual	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	FY2022 Original Budget vs. FY2023 Budgeted (% Change)
SMOKE DETECTOR INSP	\$75,475	\$62,000	\$66,175	\$65,000	4.8%
TEMPORARY NO PARKING SIGN FEE	\$62,077	\$50,609	\$73,548	\$65,000	28.4%
DETAIL SURCHARGE	\$0	\$3,000	\$7,435	\$0	-100%
FIRE ALARM REIMB	\$158,900	\$120,000	\$115,736	\$120,000	0%
CURB CUT FEE	\$19,250	\$18,000	\$9,300	\$10,913	-39.4%
WHITE GOODS FEES	\$17,300	\$12,000	\$14,050	\$13,000	8.3%
POOL FEES	\$8,906	\$10,000	\$11,069	\$10,000	0%
PARK LIGHT FEE	\$13,261	\$15,000	\$10,424	\$15,000	0%
CANOE/BOAT RENTAL	\$18,633	\$24,000	\$24,000	\$24,000	0%
Total FEES:	\$1,933,469	\$1,709,404	\$3,132,107	\$2,032,763	18.9%
FINES AND FORFEITS					
ORDINANCE VIOLATIONS	\$104,879	\$800	\$74,973	\$0	-100%
RMV NON RENEWAL SURCHARGE	\$50,746	\$0	\$45,639	\$0	0%
ORDINANCE VIOLATIONS	\$241,283	\$300,000	\$196,764	\$250,000	-16.7%
ORDINANCE VIOLATIONS	\$500	\$0			N/A
FALSE ALARM FEE	\$15,000	\$20,000	\$73,500	\$50,000	150%
TOWING CHARGES	\$21,350	\$20,000	\$30,900	\$20,000	0%
PARKING FINES	\$4,724,526	\$4,602,543	\$4,610,743	\$4,786,644	4%
PARKING FINE SURCHAG	\$1,400	\$0	\$20,640	\$17,000	N/A
RMV NON RENEWAL SURCHARGE	\$1,400	\$28,000	\$20,640	\$17,000	-39.3%
LIBRARY FINES	\$970	\$0	\$1,940	\$0	0%
COURT FINES	\$1,338	\$1,800	\$125	\$1,000	-44.4%
MASS COURT MOVING VIOLATN	\$56,659	\$38,415	\$43,650	\$40,000	4.1%
Total FINES AND FORFEITS:	\$5,220,050	\$5,011,558	\$5,119,514	\$5,181,644	3.4%
CHARGES - TRASH					
SANITATION FEES	\$0	\$0	\$6,550	\$0	0%
RESIDENTIAL TRASH FE	-\$459	\$20,000	\$0	\$20,000	0%
SANITATION FEES	\$63,679	\$20,000	\$40,776	\$20,000	0%
Total CHARGES - TRASH:	\$63,220	\$40,000	\$47,326	\$40,000	0%
RENTALS					
RENTAL INCOME	\$4,950	\$2,114	\$4,950	\$5,400	155.4%
BUILDING USE REVENUE	\$65,244	\$62,244	\$57,057	\$62,244	0%
RENTAL INCOME	\$22,540	\$17,372	\$20,186	\$17,372	0%
Total RENTALS:	\$92,734	\$81,730	\$82,193	\$85,016	4%
OTHER DEPT REVENUE					



Name	FY2021 Actual	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	FY2022 Original Budget vs. FY2023 Budgeted (% Change)
PLANNING AND ZONING/BOA REV.	\$156,467	\$90,000	\$259,583	\$100,000	11.1%
Total OTHER DEPT REVENUE:	\$156,467	\$90,000	\$259,583	\$100,000	11.1%
LICENSES AND PERMITS					
AUTO AMUSM'T DEVICE	\$0	\$15,400	\$15,180	\$110	-99.3%
BILL/POOL/BOWL/ LIC	\$0	\$2,200	\$1,430	\$110	-95%
CONSTABLES LICENSE	\$1,200	\$825	\$660	\$825	0%
DOG KENNEL LICENSE	\$0	\$3,000	\$5,400	\$60	-98%
DOG LICENSE	\$41,151	\$46,200	\$47,341	\$45,788	-0.9%
DRAINLAYER LICENSE	\$20,075	\$16,500	\$16,175	\$15,125	-8.3%
HAWKER/PEDDLER LICN	\$0	\$165	\$0	\$165	0%
JUNK DEALER LICENSE	\$1,925	\$1,375	\$1,375	\$1,375	0%
LIVERY/ LIMOUSINE	\$0	\$330	\$330	\$0	-100%
LODGING LICENSE	\$5,445	\$21,780	\$19,965	\$22,385	2.8%
OUTDOOR PARKING SPAC	\$8,475	\$8,250	\$4,400	\$125	-98.5%
OUTDOOR SEATING	\$990	\$660	\$330	\$0	-100%
SIGNS AND AWNING	\$825	\$1,375	\$2,475	\$2,750	100%
TAXI STAND LIC	\$0	\$1,320	\$0	\$0	-100%
TAXICAB MEDALLION	\$1,830	\$7,625	\$610	\$7,625	0%
USED CAR DEALER LIC	\$28,435	\$24,200	\$27,225	\$27,225	12.5%
FORTUNE TELLER	\$275	\$275	\$0	\$0	-100%
BOA MOBILE FOOD VENDOR	\$165	\$165	\$165	\$0	-100%
EXTENDED RETAIL HOUR	\$605	\$7,260	\$6,655	\$6,050	-16.7%
FLAMMABLE PERMIT	\$18,755	\$18,150	\$16,940	\$12,100	-33.3%
GARAGE PERMITS	\$42,350	\$39,325	\$26,620	\$33,275	-15.4%
MARRIAGE PERMIT	\$18,730	\$18,000	\$17,400	\$17,500	-2.8%
RAFFLE/BAZAAR PERMIT	\$0	\$0	\$60	\$60	N/A
GRANT OF LOCATION	\$38,796	\$30,250	\$24,907	\$30,250	0%
CLUB RESTR LIC-7 DAY	\$0	\$16,000	\$10,000	\$24,000	50%
COMMON VICTUALLERS	\$3,900	\$45,000	\$76,200	\$45,000	0%
INNHOLDER LICENSE	\$0	\$3,750	\$5,250	\$3,750	0%
MALT & WINES EDC INT	\$3,500	\$3,500	\$0	\$3,500	0%
MALT BEV & WINE STOR	\$25,000	\$22,500	\$25,000	\$20,000	-11.1%
MALT BEV/WINE RESTRN	\$2,000	\$40,000	\$42,200	\$42,000	5%
PACKAGE STORE LIC	\$73,600	\$70,000	\$77,000	\$77,000	10%
RESTAURANT LIC-LIQUOR	\$11,500	\$308,000	\$355,625	\$392,000	27.3%
SPEC ALCOHOL LICENSE	\$4,400	\$5,200	\$31,700	\$32,000	515.4%
FARMER POURER	\$0	\$6,000	\$6,000	\$6,000	0%
ENTERTAINMENT LIC	\$2,000	\$25,000	\$58,950	\$58,750	135%
MILK LICENSE	\$225	\$3,500	\$1,335	\$3,500	0%
PHYSICAL THER LICNSE	\$11,600	\$7,500	\$8,250	\$7,500	0%
SWIM POOL LICENSE	\$2,520	\$1,800	\$3,600	\$2,000	11.1%



Name	FY2021 Actual	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	FY2022 Original Budget vs. FY2023 Budgeted (% Change)
DUMPSTER CONTRACTORS	\$5,280	\$4,200	\$1,980	\$1,500	-64.3%
RETAIL&FOOD PERMIT	\$30,710	\$0	\$66,820	\$0	0%
BUILDING PERMIT	\$9,436,089	\$8,501,270	\$24,049,440	\$8,500,000	0%
DUMPSTER PERMIT	\$167,214	\$75,000	\$84,948	\$75,000	0%
ELECTRICAL PERMIT	\$633,331	\$460,000	\$572,743	\$460,000	0%
GAS PERMIT	\$51,485	\$70,000	\$42,130	\$60,000	-14.3%
HOUSING CERTIFICATE	\$330	\$350	\$220	\$0	-100%
INSPECTION	\$43,822	\$45,000	\$57,900	\$45,000	0%
OCCUPANCY PERMIT	\$82,250	\$60,000	\$63,386	\$50,000	-16.7%
PLUMBING PERMIT	\$149,550	\$200,000	\$157,545	\$200,000	0%
SHEET METAL PERMIT	\$0	\$140,000	\$0	\$0	-100%
TAXICAB MEDALLION	\$1,650	\$0	\$1,900	\$0	0%
POLICE REVOLVER PERM	\$10,713	\$6,000	\$5,000	\$7,000	16.7%
EXPLOSIVE STOR FLAMB	\$15,740	\$15,000	\$30,155	\$25,000	66.7%
UNDERGROUD TANK REMV	\$1,650	\$1,000	\$0	\$1,000	0%
MOVING VANS & PODS	\$50,020	\$44,119	\$83,600	\$65,000	47.3%
RESIDENT PARK PERMIT	\$1,861,740	\$1,788,576	\$1,648,972	\$1,967,433	10%
SIDEWALK OPENING	\$476,100	\$395,000	\$597,965	\$560,423	41.9%
TRENCH PERMITS	\$16,600	\$20,000	\$0	\$0	-100%
DRIVEWAY PERMIT	\$7,750	\$16,000	\$0	\$0	-100%
ENGINEERING SITE PERMIT	\$0	\$15,000	\$0	\$33,915	126.1%
BURIAL PERMITS	\$4,050	\$3,325	\$3,295	\$3,325	0%
FIELD USAGE PERMIT	\$47,801	\$40,000	\$66,127	\$40,000	0%
Total LICENSES AND PERMITS:	\$13,464,146	\$12,722,220	\$28,470,877	\$13,034,499	2.5%
STATE REVENUE					
STATE REIM ABATE SURV SPS	\$300,328	\$238,950	\$17,526	\$229,327	-4%
SCHOOL AID CHAPTER 70	\$20,486,918	\$20,638,388	\$17,198,650	\$20,939,048	1.5%
CONSTRUCTION OF SCHL PROJ	\$1,135,491	\$0	\$0	\$0	0%
CHARTER SCHOOL REIMBURSMT	\$397,364	\$1,522,825	\$898,414	\$1,751,146	15%
UNRESTRICTED GEN GOVT AID	\$26,755,389	\$27,691,828	\$23,076,520	\$29,187,187	5.4%
VETERANS AND BENEFITS	\$293,564	\$253,281	\$137,397	\$128,042	-49.4%
Total STATE REVENUE:	\$49,369,054	\$50,345,272	\$41,328,507	\$52,234,750	3.8%
INVESTMENT INCOME					
INVESTMENT INCOME	\$767	\$350,000	\$49,679	\$235,650	-32.7%
INVESTMENT INCOME	\$649,737	\$0	\$168,938	\$0	0%
Total INVESTMENT INCOME:	\$650,505	\$350,000	\$218,617	\$235,650	-32.7%
OTHER FINANCING SOURCES					



Name	FY2021 Actual	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	FY2022 Original Budget vs. FY2023 Budgeted (% Change)
TRANSFERS FROM SPEC REV	\$2,192,795	\$1,481,578	\$1,481,670	\$1,616,575	9.1%
TRANSFERS FROM ENTERPRISE	\$1,446,200	\$1,446,200	\$1,446,200	\$1,446,200	0%
Total OTHER FINANCING SOURCES:	\$3,638,995	\$2,927,778	\$2,927,870	\$3,062,775	4.6%
OTHER REVENUE					
VENDOR REBATES/REFUNDS	\$17,470	\$9,604	\$20,218	\$5,000	-47.9%
MISCELLANEOUS REVENUE	\$54,953	\$6,019	\$75,243	\$0	-100%
PRIOR YEAR REIMBURSEMENTS	\$2,202	\$18,000	\$0	\$2,201	-87.8%
MISCELLANEOUS REVENUE	\$1,100	\$470	\$605	\$0	-100%
PERSONAL PROPERTY TAXES	\$6,782,280	\$0	\$3,241,258		N/A
R/E TAX TITLE REDEEMED	\$334,732	\$0	\$134,511		N/A
PENALTIES TAX TITLE	\$220	\$0	\$1,380	\$1,200	N/A
FEES- DEFERRED TAX	\$7	\$0			N/A
BUS SHELTER ADVERTISING REVENU	\$9,485	\$0			N/A
LANDCOURT/RECORDING	\$127	\$0	\$210	\$0	0%
MISCELLANEOUS REVENUE	\$37,614	\$14,151	\$4,086	\$22,837	61.4%
PRIOR YEAR REIMBURSEMENTS	\$1,818	\$0	\$626	\$0	0%
BANK REVENUE SHARE	\$49,377	\$0	\$34,566	\$0	0%
WYNN CASINO PAYMENT	\$250,000	\$250,000	\$250,000	\$250,000	0%
DEFERRED TAX	\$22,031	\$0			N/A
PRIOR YEAR REIMBURSEMENTS	\$3,025	\$0	\$8,719	\$0	0%
E-RATE REIMB	\$1,282	\$0			N/A
PRIOR YEAR REIMBURSEMENTS	\$0	\$0	\$30	\$0	0%
SMALL WIRELESS FACILIT LICENSE	\$5,620	\$0	\$14,630	\$13,500	N/A
OPEN AIR VENDOR	\$0	\$0	\$165	\$330	N/A
MEDICAL MARIJUANA FEE	\$0	\$0	\$0	\$1,400	N/A
ZONING COMPLIANCE PERMIT	\$47,500	\$0	\$59,000	\$35,000	N/A
MISCELLANEOUS REVENUE	\$11,391	\$0			N/A
PRIOR YEAR REIMBURSEMENTS	\$86	\$0	\$5	\$0	0%
MISCELLANEOUS REVENUE	\$1,103	\$0	\$37	\$0	0%
PRIOR YEAR REIMBURSEMENTS	\$99	\$0			N/A
PROCEEDS FROM AUCTION	\$66	\$0			N/A
PRIOR YEAR REIMBURSEMENTS	\$20,186	\$9,604	\$27,155	\$0	-100%
DELINQUENT PARKING TICKET REC	\$58,416	\$0	\$0	\$0	0%




Name	FY2021 Actual	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	FY2022 Original Budget vs. FY2023 Budgeted (% Change)
TOTER FEES	\$50	\$0	\$50		N/A
MISCELLANEOUS REVENUE	\$5,700	\$0	\$0	\$0	0%
FUNERAL DIRECT LICS	\$190	\$0	\$190	\$0	0%
URBAN AGRICULTURE LICENSE	\$625	\$0	\$474	\$0	0%
PRIOR YEAR REIMBURSEMENTS	\$0	\$0	\$25	\$0	0%
MISCELLANEOUS NON-RECURRING	\$49	\$0	\$0	\$0	0%
MEDICAID REIMBURSEMNT DMA	\$432,518	\$500,000	\$380,345	\$400,000	-20%
C OF M MISC	\$6,423	\$0			N/A
REIMBURSEMENT - MISC.	\$89,282	\$33,950	\$87,846	\$65,950	94.3%
SALE OF SURPLUS EQUIPMENT	\$0	\$0	\$8,400	\$0	0%
MISCELLANEOUS REVENUE	\$2,890	\$0			N/A
PRIOR YEAR REIMBURSEMENTS	\$325	\$0			N/A
TRANSFERS FROM STABILIZATION	\$4,097,795	\$0	\$966,343	\$0	0%
Total OTHER REVENUE:	\$12,348,035	\$841,798	\$5,316,116	\$797,418	-5.3%
Total Revenue Source:	\$275,457,399	\$286,512,385	\$286,915,148	\$309,504,065	8%





CY21 Annual Comprehensive Financial Report

The City of Somerville prepares an Annual Comprehensive Financial Report each year.
The latest report is available on the City's website here: [CY21 Annual Comprehensive Financial Report](#) 

DEPARTMENTAL BUDGETS



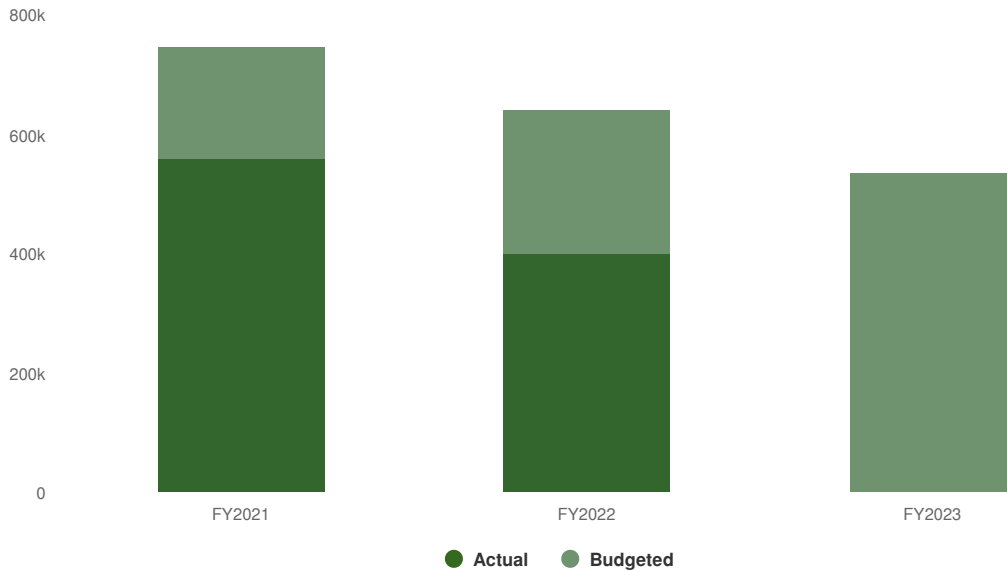
City Council

The City Council is the City's legislative branch. Members are elected every two years. Four members serve at-large and seven members represent individual wards. The Council passes ordinances on a range of issues, from setting zoning laws to creating boards and commissions. It also has the power to approve or disapprove the Mayor's budget appropriations.

Expenditures Summary

\$536,160 **-\$104,246**
(-16.28% vs. prior year)

City Council Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: To the extent possible, complete all outstanding legislative work prior to the end of the term. Commit to careful review of any item older than one year to ensure that it remains relevant.	
Goal 2: Streamline processes to minimize paper waste and to ensure that all members can be as prepared as possible to participate in discussions.	
Goal 3: Expand public access and increase public engagement with Council and committee meetings	



Budget Details

Personal Services Changes

Personal Services are projected to be down 19% for FY23.

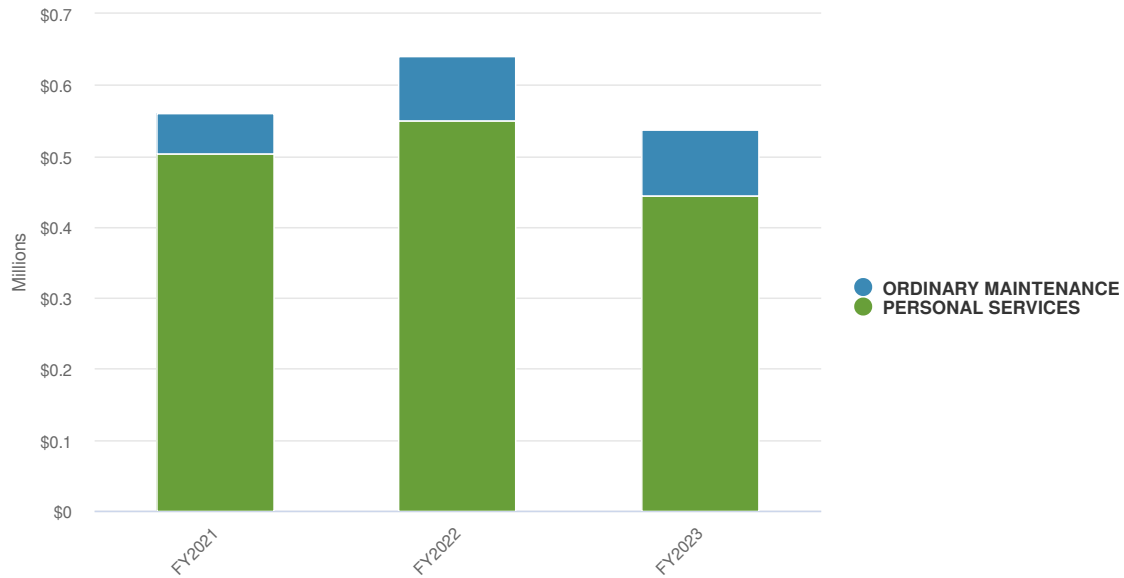
- Legislative and Policy Analyst position moved to City Clerk

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to be up 0.6% for FY23.

- Increase of \$500 for Printing & Stationery for business card and letterhead/envelope requests

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$90,552	\$0	\$0	-\$90,552
SALARIES - MONTHLY	\$458,500	\$370,833	\$445,000	-\$13,500
HOLIDAYS NON-UNION	\$694	\$0	\$0	-\$694
Total PERSONAL SERVICES:	\$549,746	\$370,833	\$445,000	-\$104,746
ORDINARY MAINTENANCE				
LEGAL SERVICES	\$50,000	\$0	\$50,000	\$0
ADVERTISING	\$800	\$230	\$800	\$0
OFFICE SUPPLIES	\$650	\$0	\$650	\$0
PRINTING & STATIONERY	\$250	\$593	\$750	\$500
FOOD SUPPLIES & REFRESHMT	\$3,160	\$0	\$3,160	\$0
FLOWERS & FLAGS	\$300	\$0	\$300	\$0
IN STATE CONFERENCES	\$1,000	\$40	\$1,000	\$0
DIRECT EXPENSE-BOA	\$34,500	\$28,750	\$34,500	\$0
Total ORDINARY MAINTENANCE:	\$90,660	\$29,613	\$91,160	\$500



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Total Expense Objects:	\$640,406	\$400,446	\$536,160	-\$104,246

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
City Councilor - Ward 4	2022-07-01	1	100%	\$40,000	\$40,000	
City Councilor - Ward 7	2022-07-01	1	100%	\$40,000	\$40,000	
City Councilor - At Large	2022-07-01	1	100%	\$40,000	\$40,000	
City Councilor - At Large	2022-07-01	1	100%	\$40,000	\$40,000	
City Councilor - Ward 1	2022-07-01	1	100%	\$45,000	\$45,000	
City Councilor - Ward 3	2022-07-01	1	100%	\$40,000	\$40,000	
City Councilor - Ward 2	2022-07-01	1	100%	\$40,000	\$40,000	
City Councilor - Ward 5	2022-07-01	1	100%	\$40,000	\$40,000	
City Councilor - At Large	2022-07-01	1	100%	\$40,000	\$40,000	
City Councilor - Ward 6	2022-07-01	1	100%	\$40,000	\$40,000	
City Councilor - At Large	2022-07-01	1	100%	\$40,000	\$40,000	



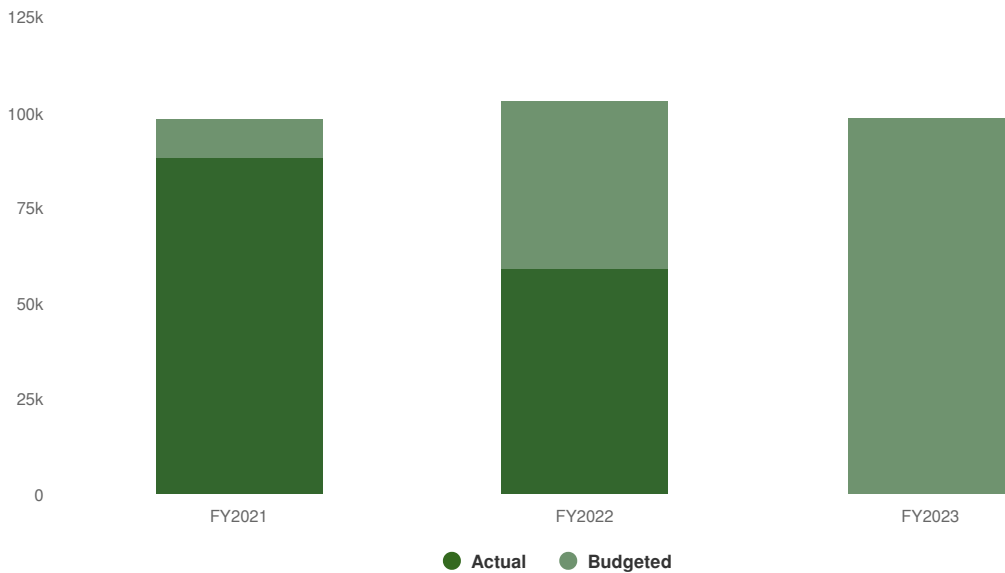
Clerk of Committees

The Clerk of Committees provides clerical support to the City Council's committees, preparing correspondence, keeping records of items of business before the committees, providing notice of committee meetings, and preparing the agenda and minutes for each committee meeting. In addition, the Clerk of Committees is responsible for preparing and delivering all orders, ordinances, and resolutions to the City Clerk.

Expenditures Summary

\$98,784 **-\$4,175**
(-4.06% vs. prior year)

Clerk of Committees Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.1: Provide consistent administrative support for all Committees of the City Council	-Publish City Council Committee agendas in compliance with the Open Meeting Law
Goal 1.2: Provide consistent administrative support for all Committees of the City Council	-Publish City Council Committee minutes within 2 business days of the meeting



Budget Details

Personal Services Changes

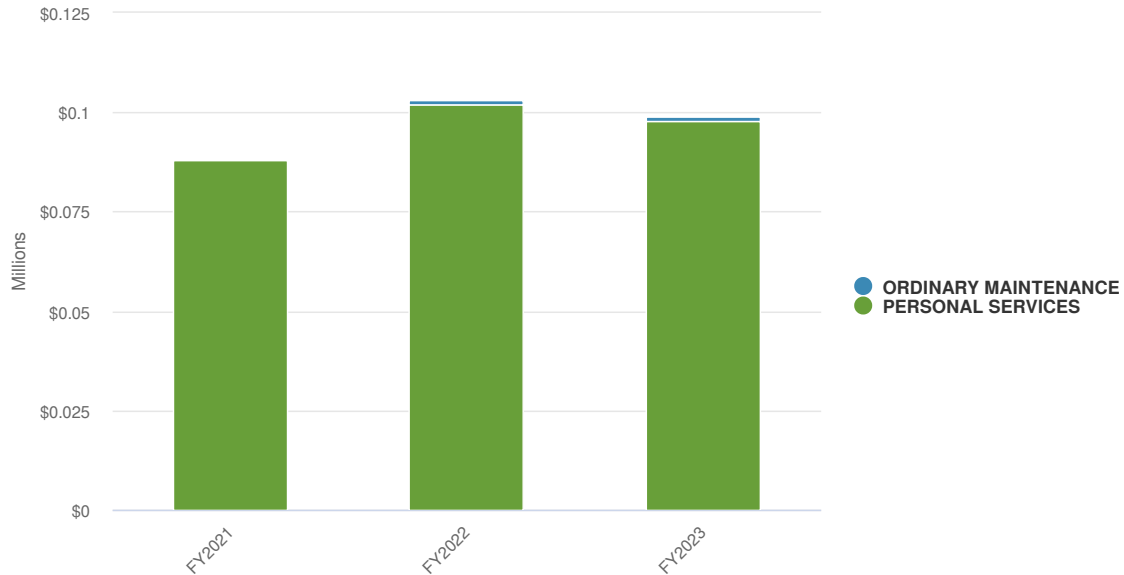
Personal Services are projected to be down 4% for FY23.

- Adjusted to reflect actual spending in recent years.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to be unchanged for FY23.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES - MONTHLY	\$101,959	\$58,828	\$97,784	-\$4,175
Total PERSONAL SERVICES:	\$101,959	\$58,828	\$97,784	-\$4,175
ORDINARY MAINTENANCE				
PRINTING & STATIONERY	\$250	\$0	\$250	\$0
FOOD SUPPLIES & REFRESHMT	\$750	\$243	\$750	\$0
Total ORDINARY MAINTENANCE:	\$1,000	\$243	\$1,000	\$0
Total Expense Objects:	\$102,959	\$59,071	\$98,784	-\$4,175

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Clerk of Committees	2022-07-01	1	100%	\$27,152	\$27,152	
Assistant Clerk of Committees	2022-07-01	1	100%	\$21,632	\$21,632	
1200 Employee (Legislative Clerk)	2022-07-01	1	100%	\$39,000	\$39,000	



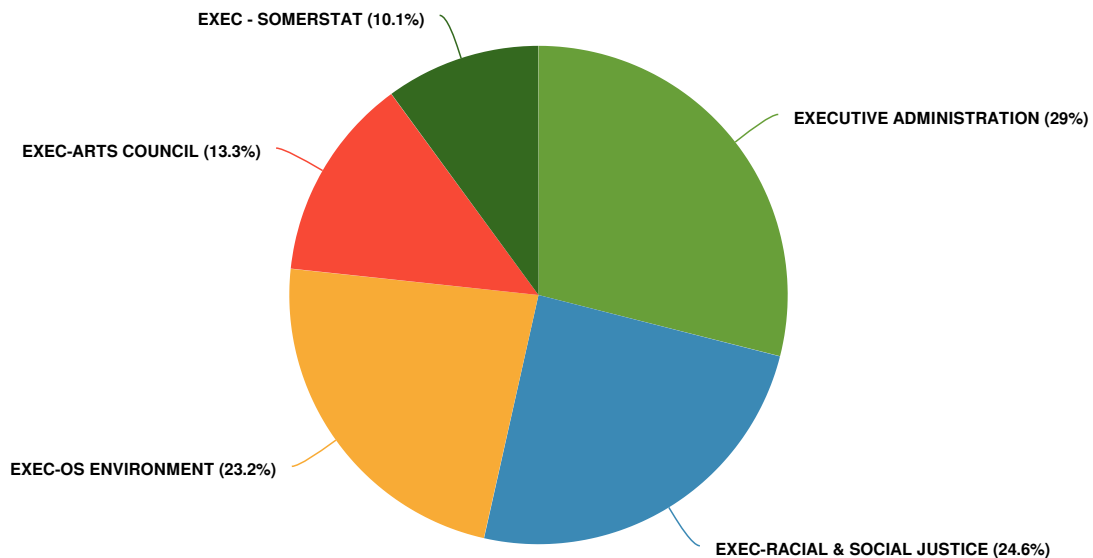
Executive Office

Executive Office Organizational Chart

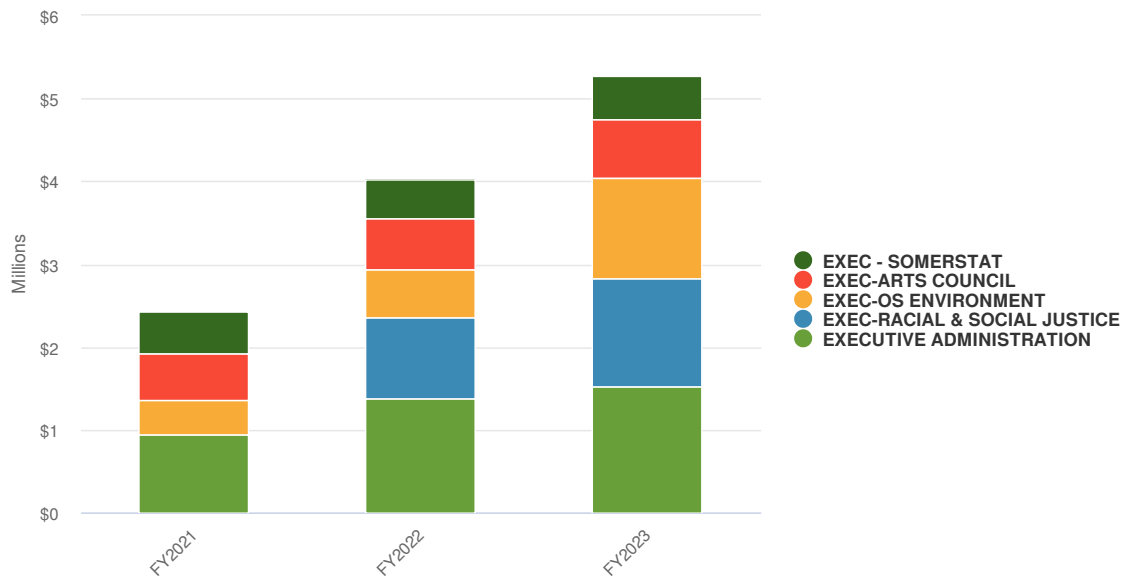


Expenditures by Division

Budgeted Expenditures by Division



Budgeted and Historical Expenditures by Function



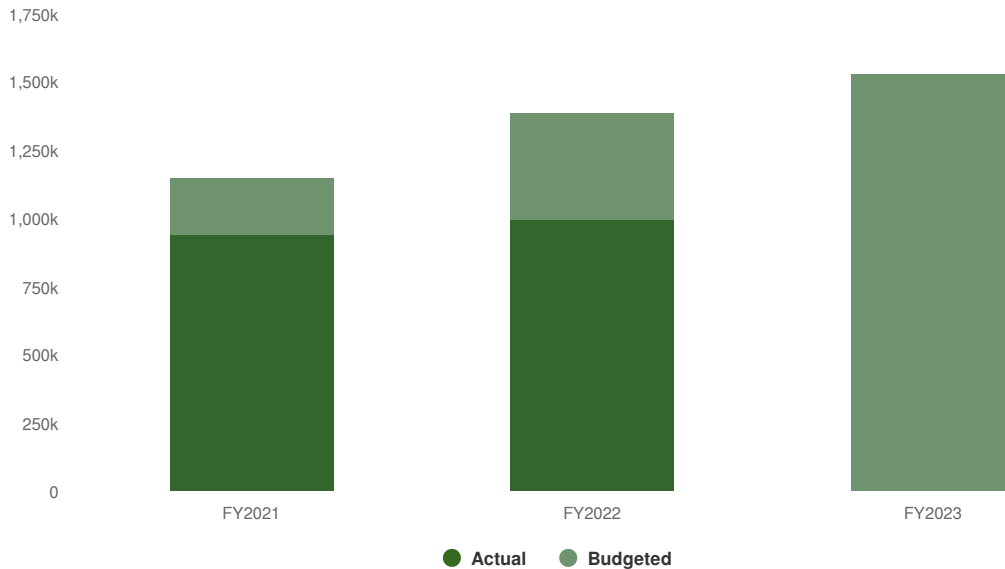
Administration - Executive Office

The City of Somerville should be an inclusive, equitable city where we can all thrive together. We strive to provide exceptionally responsive, fiscally responsible, and efficient public services in support of a safe, healthy, and thriving community. We embrace innovation, practice data-based and systems-informed decision making, engage residents in government, and anchor all of our efforts on the principles of equity, transparency and access. We believe Somerville should be an attractive, active, diverse, and environmentally responsible city with a sustainable quality of life for our residents and businesses. Somerville should serve as a model regionally and nationally for how to build a community that is a great place for all to live, work, play, raise a family, and age in place.

Expenditures Summary

\$1,527,327 **\$141,973**
(10.25% vs. prior year)

Administration (Exec) Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Invest in the City's recovery and long-term success by implementing policies and process improvements that benefit all City residents, but particularly those severely impacted by COVID-19.	Short-term responses to COVID launched with plan in place for initial steps in long term recovery, internal processes improved
Goal 2: Hire a Chief Administrative Officer to begin to modernize City systems with the goal of providing high quality services to residents while improving the experience of City workers.	Hire a Chief Administrative Officer and launch internal operation review



Update on FY22 Goals

Goal	Status
Goal 1: Set the City up for long-term operational success by identifying and filling critical capacity gaps, modernizing our government, taking care of our assets, prioritizing strong financial management, investing in our staff, and preparing for a smooth mayoral transition	Complete
Goal 2: Support the launch of the Racial and Social Justice Office and prioritize work in the organization that advances racial and social justice	Complete

Budget Details

Personal Services Changes

Personal Services are projected up 10% for FY23.

- The FY23 PS budget includes the creation of a Chief Administrative Officer with the goal of managing the day-to-day operations of the City while improving City systems and processes.
- The PS budget also includes the addition of a second Legislative Liaison to allow Intergovernmental Affairs to pursue additional funding and legislative opportunities in collaboration with our state and federal delegation, lead cross-departmental efforts on policy initiatives and new ordinances, and facilitate staff engagement with the City Council.
- PS budget also includes two Charter Review Project Managers to close out the Charter Review Committee process.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected up 27% for FY23.

- OM budget adjusted in anticipation of pre-pandemic levels of engagement with constituents and in-person activities in the Mayor's Office.

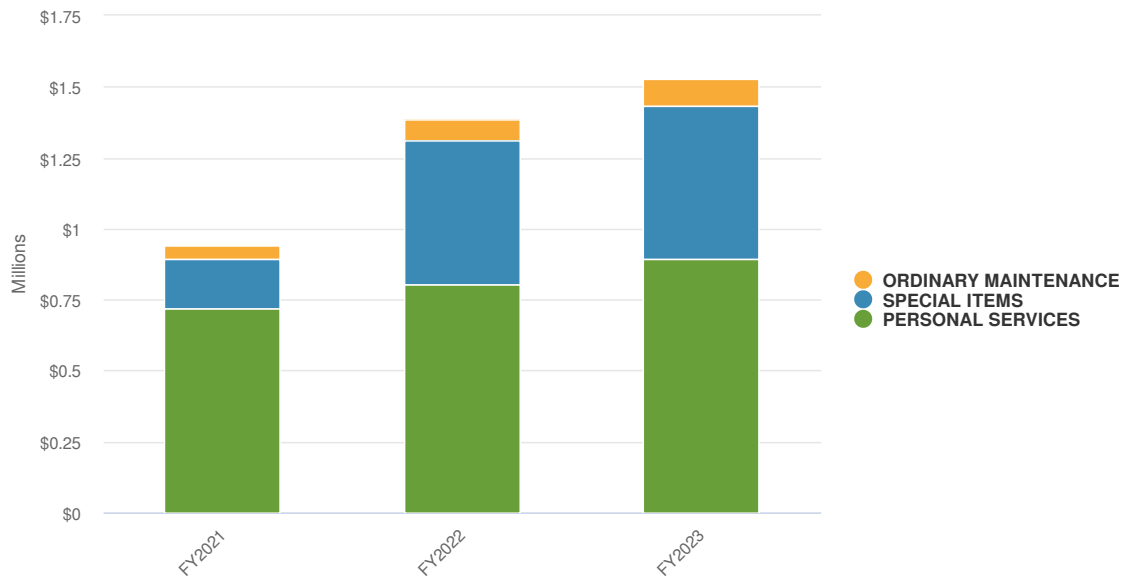
Special Items Changes

Special Items are projected up 6.81% for FY23]

- Youth Employment has been expanded to \$470,000 due to high demand and anticipated growth of the program.
- Charter Reform Study line includes funding for Charter Review Committee wrap up and support in next steps.
- Professional and Technical Services includes funding for trainings for incoming leadership and department heads.



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$675,120	\$578,268	\$876,822	\$201,702
SALARIES & WAGES TEMPORARY	\$127,073	\$92,725	\$15,000	-\$112,073
HOLIDAYS NON-UNION	\$3,791	\$5,173	\$1,685	-\$2,106
Total PERSONAL SERVICES:	\$805,984	\$676,166	\$893,507	\$87,523
ORDINARY MAINTENANCE				
R&M - SERVICE CONTRACTS	\$2,500	\$1,963	\$2,500	\$0
RENTAL-WATER COOLER	\$120	\$64	\$120	\$0
PROFESSIONAL & TECHNICAL SVC	\$3,000	\$2,439	\$23,000	\$20,000
OFFICE SUPPLIES	\$3,000	\$656	\$3,000	\$0
PRINTING & STATIONERY	\$3,000	\$0	\$3,000	\$0
FOOD SUPPLIES & REFRESHMENT	\$5,000	\$360	\$5,000	\$0
OTHER SUPPLIES	\$2,000	\$216	\$2,000	\$0
MAGAZINES/SUBSCRIPTS/PUB	\$1,500	\$509	\$1,000	-\$500
FLOWERS & FLAGS	\$500	\$497	\$500	\$0
BADGES, EMBLEMS, TROPHIES, MEDALL	\$2,000	\$0	\$2,000	\$0
IN STATE CONFERENCES	\$500	\$300	\$500	\$0
OUT OF STATE TRAVEL	\$2,500	\$1,760	\$3,000	\$500
OUT OF STATE CONFERENCES	\$2,000	\$1,500	\$2,000	\$0
DUES AND MEMBERSHIPS	\$46,200	\$41,035	\$46,200	\$0
Total ORDINARY MAINTENANCE:	\$73,820	\$51,299	\$93,820	\$20,000
SPECIAL ITEMS				



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
YOUTH EMPLOYMENT	\$250,000	\$150,314	\$470,000	\$220,000
PROFESSIONAL & TECHNICAL SVC	\$138,000	\$79,833	\$10,000	-\$128,000
OFFICIAL CELEBRATIONS	\$25,000	\$6,478	\$25,000	\$0
CHARTER REFORM STUDY	\$92,550	\$33,574	\$35,000	-\$57,550
Total SPECIAL ITEMS:	\$505,550	\$270,199	\$540,000	\$34,450
Total Expense Objects:	\$1,385,354	\$997,664	\$1,527,327	\$141,973

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Administrative Aide	2022-07-01	1	100%	\$76,452	\$76,599	NU10
Legislative Liaison (New)	2022-10-01	1	100%	\$69,273	\$69,406	NU7
Chief of Staff	2022-07-01	1	100%	\$141,144	\$141,415	NU3
Legislative Liaison	2022-07-01	1	100%	\$96,096	\$96,281	NU7
Mayor	2022-07-01	1	100%	\$180,696	\$181,043	MAYOR
Director of Intergovernmental Affairs	2022-07-01	1	100%	\$124,356	\$124,595	NU4
Chief Administrative Officer (New)	2022-10-01	1	100%	\$114,093	\$114,312	NU1
Executive Administrative Aide	2022-08-01	1	100%	\$74,712	\$74,856	NU9



Accountability, Transparency, & Access

To increase the openness and transparency of Somerville's local government. The Office of Accountability, Transparency, and Access (OATA) will shape City processes to meet the evolving constituent and stakeholder needs that stem from an increasingly digital landscape and growing civic interest and engagement.

Expenditures Summary

\$0 **\$0**
(% vs. prior year)

Accountability, Transparency, & Access Proposed and Historical Budget vs. Actual

0

FY2022

FY2023

● Actual ● Budgeted

FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Conduct initial environmental review of accountability, transparency, ethics, and access needs across the City.	Accountability, transparency, ethics, and access needs identified
Goal 2: Propose initial OATA services and staffing in response to identified needs.	Proposal made for staffing and services
Goal 3: Partner with Law Department to propose a responsive and streamlined process for receiving and replying to public records requests.	New public records process investigated and proposed



Budget Details

Personal Services

- Includes funding for one Director

Ordinary Maintenance

- Funding to support initial creation of an office and for use by the OATA Director, as they best see fit

Budgeted and Historical Expenditures by Expense Type

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Director of Accessibility, Transparency, and Access (New)	2022-10-01	1	100%	\$89,649	\$89,821	NU4



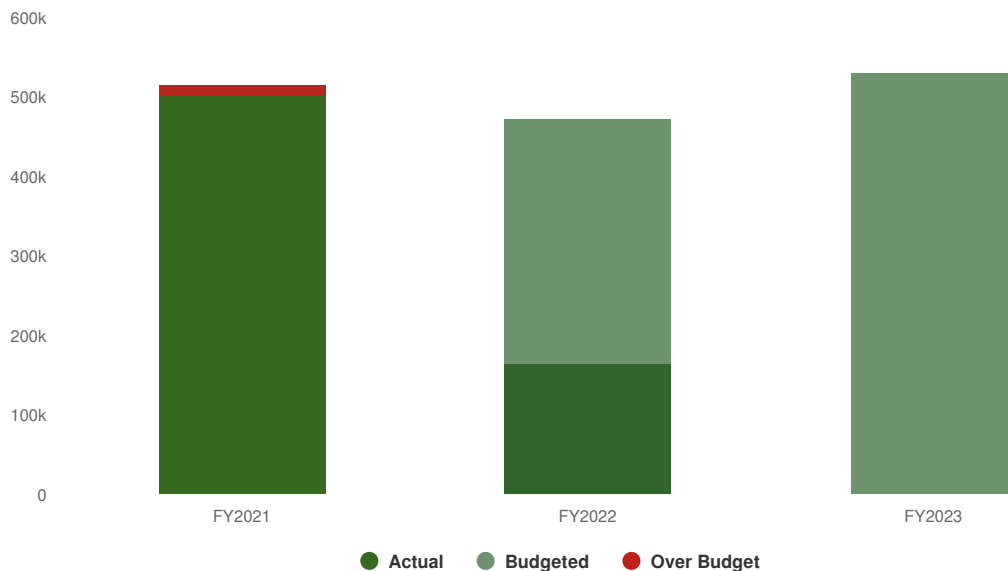
SomerStat

SomerStat integrates data into City decision-making; partners with City departments to improve operational efficiency and constituent satisfaction; contributes to the City's policy planning and implementation; and increases governmental transparency by sharing data with the community. In this work we strive to be innovative, for us, that means helping departments find the right solutions to their problems. The SomerStat team is guided by five values: equitable public service, listening with empathy and respect, being open to hard conversations, continuous learning, and collaboration based on trust and accountability.

Expenditures Summary

\$530,088 **\$58,585**
(12.43% vs. prior year)

SomerStat Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Collaborate with the Mayor's Office and City departments to benchmark current City data and workflows, and to strategize opportunities for innovation and transformation.	-Develop a citywide inventory of data sources and repositories, develop a comprehensive functional map of City Departments and workflows, and review COVID-era adaptations and innovations for lessons learned for City staff to bring into the post-pandemic era.
Goal 2: Work with departments to establish systems that teams can use to improve their workflows, deliver services more efficiently, and set goals and measure progress towards them.	-Develop methods with leadership to communicate goals and create metrics to track progress, and partner with Departments and staff to streamline systems and adapt new processes and technologies.
Goal 3: Use innovative analytic methods and data visualization to increase transparency of City's progress toward its strategic goals and priorities, including: Racial and Social Justice, SomerVision, Vision Zero, Climate Forward, COVID-19 response and recovery, and the Mayor's priorities.	-Reassess all current dashboards, city webpages, and public data documentation to determine effectiveness and strategize updates and/or new dashboards and metrics systems.

Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1: Collaborate with other departments to streamline service delivery, identify cost savings, improve customer service, and enhance overall performance	-StatShop or department check in meeting held with every department in the City; survey of StatShop program completed in order to gauge efficacy	In Progress
Goal 2: Use innovative analytic methods and data visualization to increase transparency of City's progress toward its strategic goals and priorities, including: Racial and Social Justice, SomerVision, Vision Zero, Climate Forward, and COVID-19 response and recovery	-SomerStat daily dashboard expanded to include at least one additional dashboard page	In Progress
Goal 3: Increase data collection and improve integrity and integration of existing data sources	-Data Investment Plan published that establishes data standards and a long-term vision for how the City should invest in its data. The plan articulates how the City will improve the quality and diversity of data available for decision making as well as how to increase transparency by expanding the data available on the City's Open Data Portal	In Progress

Budget Details

Personal Services Changes

Personal Services are projected up 2% for FY23.

- This is due to full-year funding of last year's new position.

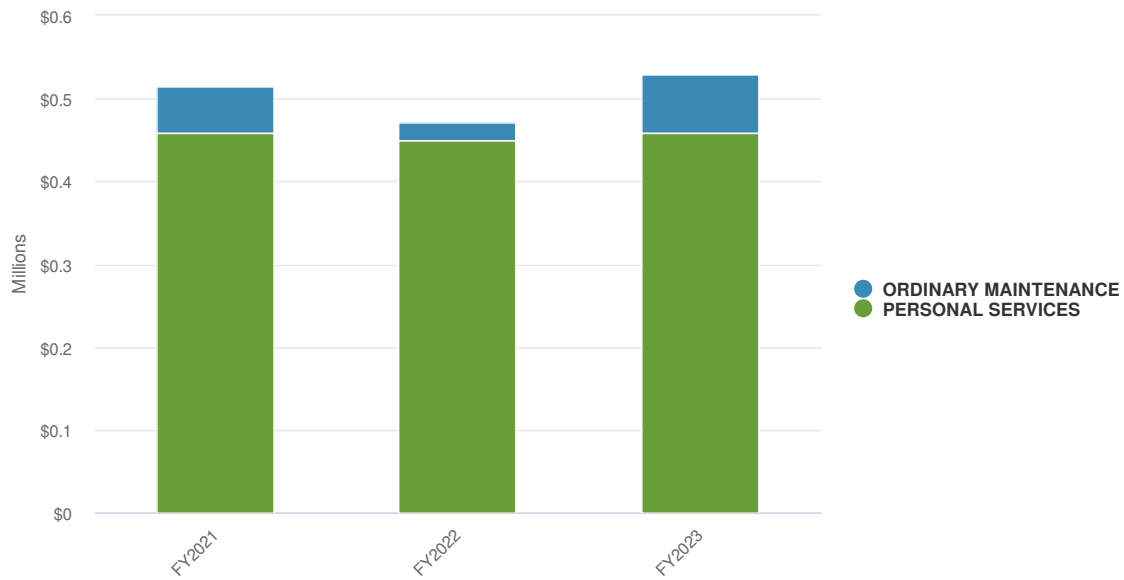
Ordinary Maintenance Changes

Ordinary Maintenance costs are projected up 219% or approximately \$50,000 for FY23.

- Funds have been allotted for the biennial Happiness Survey in the Professional & Technical Services and Printing & Stationary lines.
- \$10,000 has been added to the Software line as new staff are brought online and outfitted with performance management and analytical software packages.
- Other minor increases are in Employee Training and In-State Conferences lines.



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	FY2023 Budgeted	\$ Change
Expense Objects					
PERSONAL SERVICES					
SALARIES	\$445,675	\$163,002	\$457,908	\$457,908	\$12,233
HOLIDAYS NON-UNION	\$3,488	\$916	\$880	\$880	-\$2,608
Total PERSONAL SERVICES:	\$449,163	\$163,918	\$458,788	\$458,788	\$9,625
ORDINARY MAINTENANCE					
RENTAL-WATER COOLER	\$170	\$16	\$200	\$200	\$30
PROFESSIONAL & TECHNICAL SVC	\$20,150	\$138	\$40,000	\$40,000	\$19,850
EMPLOYEE TRAINING COURSES	\$1,420	\$0	\$3,000	\$3,000	\$1,580
SOFTWARE SERVICES	\$0	\$0	\$10,000	\$10,000	\$10,000
OFFICE SUPPLIES	\$600	\$0	\$600	\$600	\$0
PRINTING & STATIONERY	\$0	\$0	\$17,000	\$17,000	\$17,000
IN STATE CONFERENCES	\$0	\$0	\$500	\$500	\$500
Total ORDINARY MAINTENANCE:	\$22,340	\$154	\$71,300	\$71,300	\$48,960
Total Expense Objects:	\$471,503	\$164,071	\$530,088	\$530,088	\$58,585



Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Principal Analyst	2022-07-01	1	100%	\$88,668	\$88,838	NU8
Analyst	2022-08-01	1	100%	\$74,712	\$74,856	NU9
Director of Somerstat	2022-07-01	1	100%	\$121,920	\$122,154	NU4
Analyst	2022-08-01	1	100%	\$74,712	\$74,856	NU9
Digital Innovation Officer	2022-07-01	1	100%	\$97,896	\$98,084	NU8



Arts Council

The Arts Council works to make the arts an integral part of life reflective of our diverse city. In addition, the Arts Council is active in supporting local artists, cultural organizations, and in contributing to the economic development of the City. Overall, the Council serves as both a resource and an advocate for the arts.

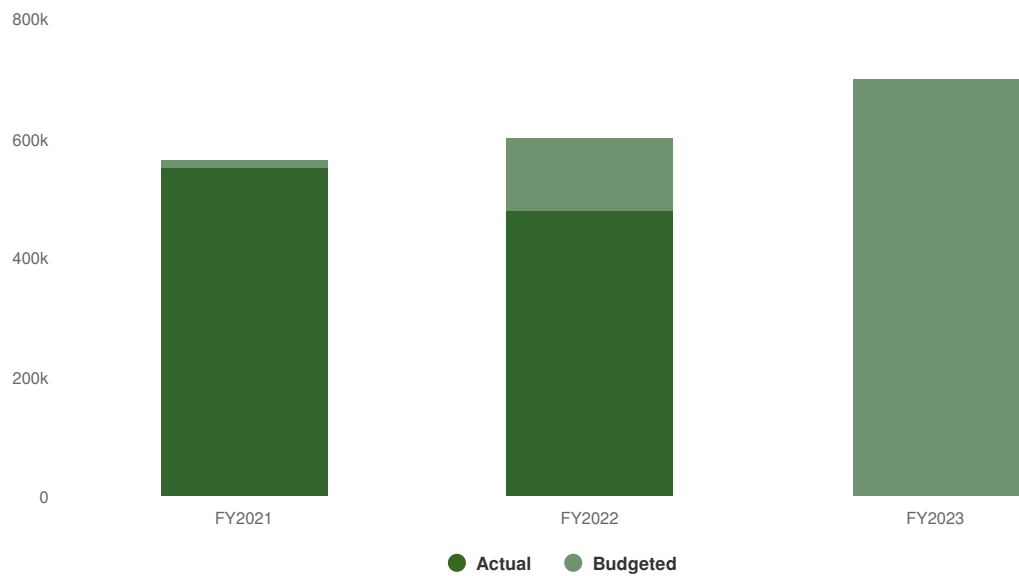
Expenditures Summary

\$698,738

\$98,203

(16.35% vs. prior year)

Arts Council Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.1: Conduct a City-wide Cultural Planning process, inclusive of multiple stakeholders, that ensures the arts are embedded in the City fabric, creating stability and expansion from production to distribution	-Develop a robust database of all arts sectors
Goal 1.2: Conduct a City-wide Cultural Planning process, inclusive of multiple stakeholders, that ensures the arts are embedded in the City fabric, creating stability and expansion from production to distribution	-Establish a cultural plan with policy recommendations that are specific to needs and assets of the community
Goal 1.3: Conduct a City-wide Cultural Planning process, inclusive of multiple stakeholders, that ensures the arts are embedded in the City fabric, creating stability and expansion from production to distribution	-Ensure that stakeholders of the plan are beyond the arts community and incorporate multiple sectors, ie. business, education, planning and development
Goal 2.1: Revise zoning and development policies to ensure stability and opportunities for art related production and commerce. Finalize alignment of arts-related uses relating to new zoning ordinance	-Ensure breadth of stakeholders to revise zoning and policies to ensure tangible stability in key arts studio spaces
Goal 2.2: Revise zoning and development policies to ensure stability and opportunities for art related production and commerce. Finalize alignment of arts-related uses relating to new zoning ordinance	-Refine policies to create expanded opportunities in set asides within the City's transformative districts
Goal 2.3: Revise zoning and development policies to ensure stability and opportunities for art related production and commerce. Finalize alignment of arts-related uses relating to new zoning ordinance	-Expand arts related spaces by 15% determined through ongoing database and expanded set asides
Goal 2.4: Revise zoning and development policies to ensure stability and opportunities for art related production and commerce. Finalize alignment of arts-related uses relating to new zoning ordinance	-Hire staff member to serve as liaison to Arts Council, Planning Dept., and developers
Goal 3: Create agreements with developers around public art and temporary rehearsal spaces, develop agreements with OSPCD PSUF, and create public art at Gilman TPSS site	-Complete public art projects with new development; conduct process for Gilman TPSS public art



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1.1: Conduct a City-wide Cultural Planning process, inclusive of multiple stakeholders, that ensures the arts are embedded in the City fabric, creating stability and expansion from production to distribution	-Develop a robust database of all arts sectors	In Progress, RFP issued and a consultant chosen by end of fiscal year.
Goal 1.2: Conduct a City-wide Cultural Planning process, inclusive of multiple stakeholders, that ensures the arts are embedded in the City fabric, creating stability and expansion from production to distribution	-Establish a cultural plan with policy recommendations that are specific to the needs and assets of the community	Not Started



Goal 1.3: Conduct a City-wide Cultural Planning process, inclusive of multiple stakeholders, that ensures the arts are embedded in the City fabric, creating stability and expansion from production to distribution	-Ensure that stakeholders of the plan are beyond the arts community and incorporate multiple sectors, ie. business, education, planning and development	Not Started
Goal 2.1: Revise zoning and development policies to ensure stability and opportunities for art related production and commerce. Finalize alignment of arts-related uses relating to new zoning ordinance	-Ensure breadth of stakeholders to revise zoning and policies to ensure tangible stability in key arts studio spaces	Task Force work completed and final report with MAPC completed; recommendations for changes in zoning
Goal 2.2: Revise zoning and development policies to ensure stability and opportunities for art related production and commerce. Finalize alignment of arts-related uses relating to new zoning ordinance	-Refine policies to create expanded opportunities in set asides within the City's transformative districts	Report and recommendations complete; changes to zoning are in progress.



Goal 2.3: Revise zoning and development policies to ensure stability and opportunities for art related production and commerce. Finalize alignment of arts-related uses relating to new zoning ordinance	-Expand arts related spaces by 15% determined through ongoing database and expanded set asides	Ongoing as new development comes on line; approx. 90k in space at Boynton Yard online in FY 22-23;
Goal 2.4: Revise zoning and development policies to ensure stability and opportunities for art related production and commerce. Finalize alignment of arts-related uses relating to new zoning ordinance	-Hire staff member to serve as liaison to Arts Council, Planning Dept., and developers	Position developed and reflected in FY 23 PIR budget.
Goal 3: Create agreements with developers around public art and temporary rehearsal spaces, develop agreements with OSPCD PSUF, and create public art at Gilman TPSS site	complete public art projects with new development; conduct process for Gilman TPSS public art	In Progress; Gilman public art committee has reviewed 30 applications to RFQ; 3 semi-finali

Budget Details

Personal Services Changes

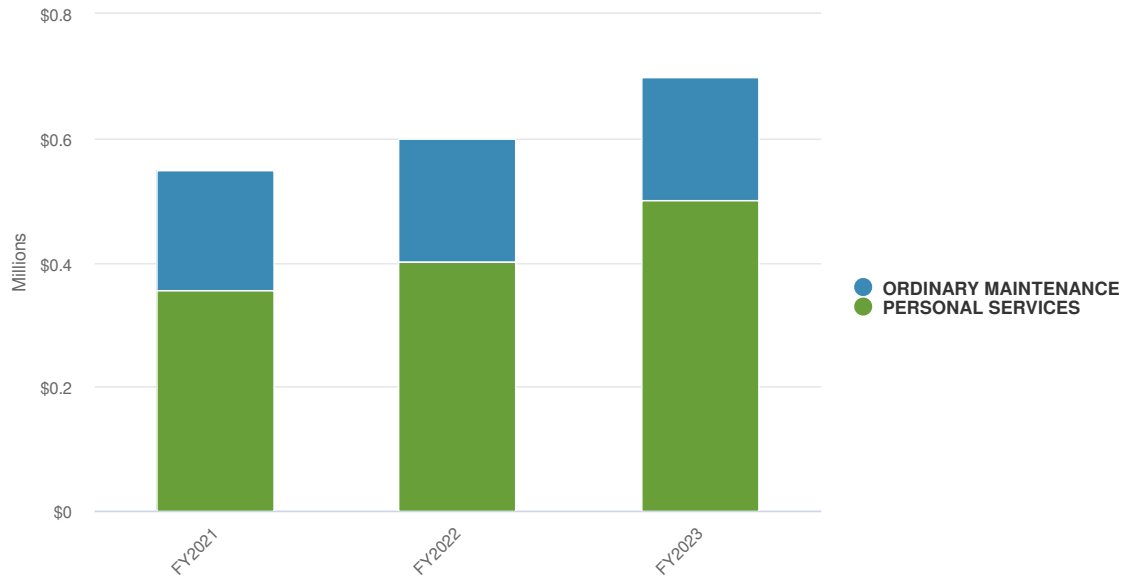
Personal Services are projected up 22% for FY23.

- This budget includes a new position, Arts Development Manager.
- This budget includes full-time funding for the Cultural Culinary Coordinator position.

Ordinary Maintenance Changes

Ordinary Maintenance costs are unchanged for FY23

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$395,752	\$326,700	\$495,666	\$99,914
OVERTIME	\$2,500	\$2,500	\$3,000	\$500
HOLIDAYS NON-UNION	\$3,158	\$2,780	\$947	-\$2,211
Total PERSONAL SERVICES:	\$401,410	\$331,979	\$499,613	\$98,203
ORDINARY MAINTENANCE				
PROFESSIONAL & TECHNICAL SVC	\$198,125	\$145,089	\$198,125	\$0
OFFICE SUPPLIES	\$1,000	\$688	\$1,000	\$0
Total ORDINARY MAINTENANCE:	\$199,125	\$145,777	\$199,125	\$0
Total Expense Objects:	\$600,535	\$477,756	\$698,738	\$98,203



Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Arts Development Manager (New)	2022-10-01	1	100%	\$52,974	\$53,076NU10	
Cultural Director	2022-07-01	1	100%	\$83,136	\$83,296NU9	
Cultural Culinary Coordinator	2022-07-01	1	100%	\$49,884	\$49,980NU13	
Special Events Manager	2022-07-01	1	100%	\$67,836	\$67,966NU11	
Arts Coordinator	2022-07-01	1	100%	\$66,504	\$66,632NU11	
Director of Arts Council	2022-07-01	1	100%	\$110,136	\$110,347NU6	
Arts Coordinator and Kitchen Manager	2022-07-01	1	100%	\$65,196	\$65,321NU11	



Office of Sustainability & Environment

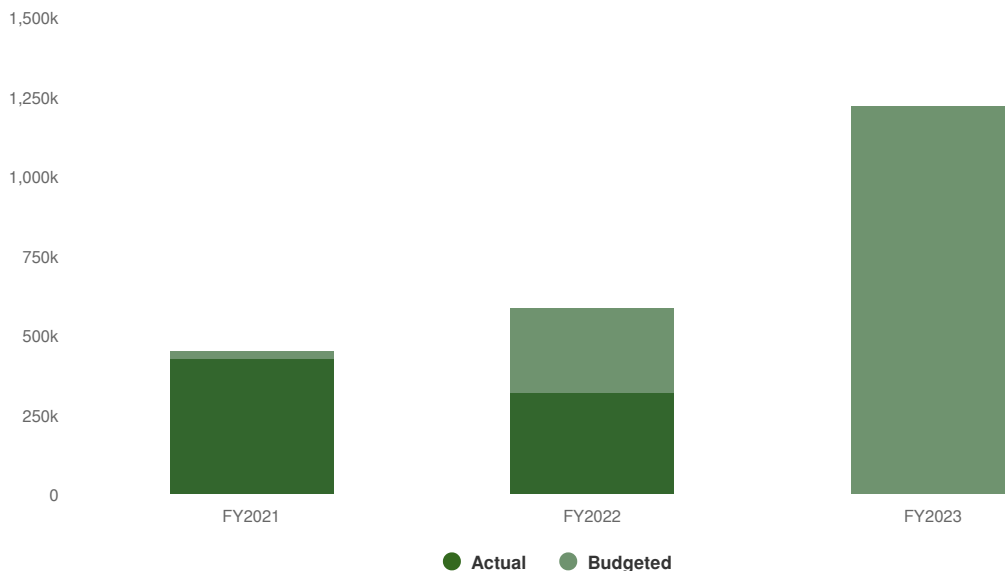


The mission of the Mayor's Office of Sustainability and Environment is to develop and implement policies and programs that minimize environmental impacts and greenhouse gas emissions, build resiliency, and increase equity, enabling a healthy and enjoyable environment for all the people of Somerville and a responsible City government.

Expenditures Summary

\$1,222,344 **\$631,490**
(106.88% vs. prior year)

Office of Sustainability & Environment Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Reduce City buildings' energy consumption by 10%	-MMBTU (million British thermal unit)
Goal 2: Engage 50 new Somerville residents in meaningful climate engagement programs	-Number of participants in climate programs
Goal 3: Increase renewable energy generation by 50%	-kW (kilowatt) generation capacity attributable to City



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1: Reduce City buildings' energy consumption by 10%	-MMBTU (million British thermal unit)	In Progress: In FY21, the energy consumption in City buildings totaled 87,042 MMBTU. System records for utility accounts update at varying frequencies. For FY22, we have consumed 75,681 MMBTU with many accounts still needing to update. Predicting forward with unreported accounts can be difficult. OSE can provide the final numbers once available.
Goal 2: Engage 50 new Somerville residents in meaningful climate engagement programs	-Number of participants in climate programs	In Progress: -OSE evaluated outreach programs, including Keep Cool Somerville and the Somerville Climate Forward. -Over 400 residents of Somerville, Everett, Revere, and Chelsea were engaged through the Somerville Climate Forward survey. -Over 360 individuals responded to the Hazard Mitigation Plan survey. When it was shared in November, it was well received. -After a pause between July and September due to staff capacity, OSE began releasing monthly reports. -OSE started holding monthly virtual office hours in December. -OSE engaged with the members of the Commission on Energy Use and Climate Change and the Somerville Climate Forward. -Since the Engagement Specialist was hired, OSE attended or presented at several events. The Engagement Specialist is currently working on a report. -OSE is collaborating with past Climate Forward ambassadors, the libraries, and Somerville Foodhubs. -OSE responds to public inquiries as needed. -OSE has engaged 56 members of the community at events (e.g., sign up for the SustainaVillage tour, Somerville Climate Forward survey, etc.). -OSE is collaborating with the SomerViva Office of Immigrant Affairs to share out the Somerville Climate Forward survey.
Goal 3: Increase renewable energy generation by 50%	-kW (kilowatt) generation capacity attributable to City	Completed: The generation capacity attributable to the City comes in (2) forms. There are solar arrays installed on city-owned property (PPAs), and then there are solar arrays on private property. In FY22, the City saw a total increase of 14.3% in renewable energy generation.

Budget Details

Personal Services Changes

Personal Services are projected up 29% for FY23.

- The proposed budget includes two new positions.
 - The Financial Analyst will help manage and maintain budgets across partnering departments, draft grant applications, and provide administrative support.
 - The primary responsibilities of the Sustainability Planner will be analyzing, strategizing, and implementing resiliency and sustainability initiatives for the building and transportation sectors.

Ordinary Maintenance Changes

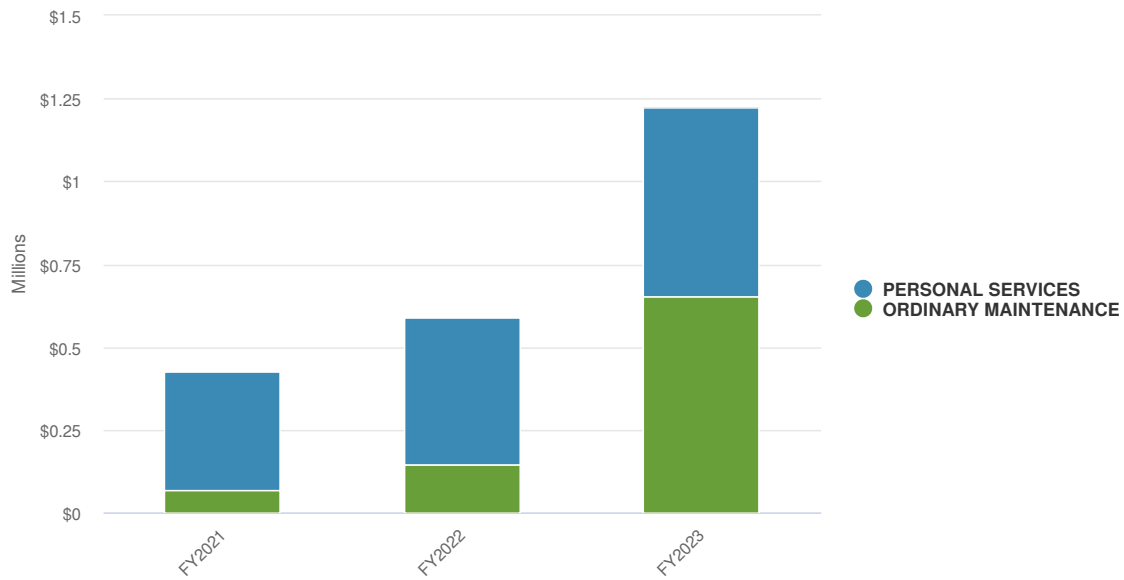
Ordinary Maintenance costs are projected up 342% for FY23.

- This is primarily due to
 - the scheduled Somerville Climate Forward update and delayed greenhouse gas inventory and consumption-based emissions inventory and analysis;
 - developing a zero-waste plan;
 - creating a budget for the Community Engagement Specialist; and
 - applying priority consultant recommendations.

Please note: OSE will be adding a custodial detail line item to give the department the ability to issue payment or reimbursement for work performed during project installation and maintenance.



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$440,246	\$292,380	\$570,684	\$130,438
HOLIDAYS NON-UNION	\$3,458	\$2,173	\$1,100	-\$2,358
Total PERSONAL SERVICES:	\$443,704	\$294,552	\$571,784	\$128,080
ORDINARY MAINTENANCE				
PROFESSIONAL & TECHNICAL SVC	\$135,000	\$23,157	\$558,000	\$423,000
EMPLOYEE TRAINING COURSES		\$0	\$360	\$360
ADVERTISING	\$0	\$0	\$35,535	\$35,535
POSTAGE	\$100	\$0	\$100	\$0
OFFICE SUPPLIES	\$3,000	\$0	\$3,000	\$0
PRINTING & STATIONERY	\$1,200	\$190	\$43,135	\$41,935
OFFICE FURNITURE NOT CAPITALIZ	\$2,000	\$0	\$5,000	\$3,000
FOOD SUPPLIES & REFRESHMT	\$0	\$0	\$1,900	\$1,900
IN STATE CONFERENCES	\$250	\$0	\$250	\$0
OUT OF STATE TRAVEL	\$0	\$0	\$1,100	\$1,100
DUES AND MEMBERSHIPS	\$5,600	\$2,389	\$2,180	-\$3,420
Total ORDINARY MAINTENANCE:	\$147,150	\$25,736	\$650,560	\$503,410
Total Expense Objects:	\$590,854	\$320,288	\$1,222,344	\$631,490



Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Climate Change Program Manager	2022-07-01	1	100%	\$86,928	\$87,098	NU8
Community Engagement Specialist	2022-07-01	1	100%	\$66,504	\$66,632	NU11
Financial Analyst (New)	2022-10-01	1	100%	\$61,128	\$61,246	NU9
Energy Manager	2022-07-01	1	100%	\$88,668	\$88,838	NU8
Director of OSE	2022-07-01	1	100%	\$110,844	\$111,057	NU5
Sustainability Planner (New)	2022-10-01	1	100%	\$61,128	\$61,246	NU9
Environmental Program Manager	2022-07-01	1	100%	\$95,484	\$95,667	NU9



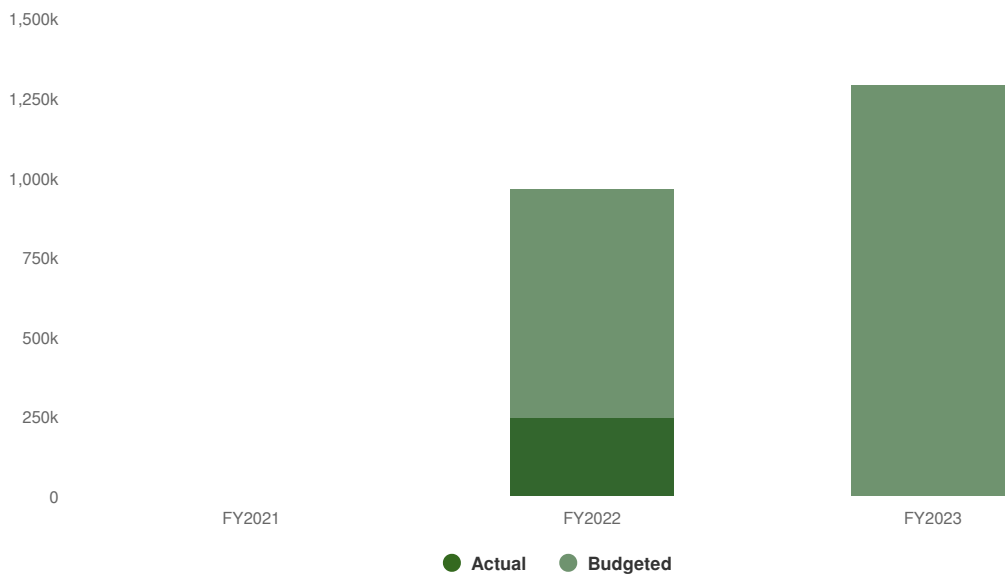
Racial & Social Justice

The office of Racial and Social Justice is the City's leading department in equity work and collaborates with city departments, constituents and stakeholders to eliminate the institutional and structural systems that create racial inequities, social disparities and injustices.

Expenditures Summary

\$1,294,749 **\$327,208**
(33.82% vs. prior year)

Racial & Social Justice Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Develop Strategic Plan for the next three years	-[No Measure of Progress]
Goal 2: Identify services and operations for the department	-[No Measure of Progress]
Goal 3: Develop content for Community and stakeholder communication	-[No Measure of Progress]
Goal 4: Develop a database that will inform the work to eliminate institutional and structural racism and its intersections	-[No Measure of Progress]
Goal 5.1: Develop Task Force and plan for:	-Reimagining Policing
Goal 5.2: Develop Task Force and plan for:	-Civilian Oversight
Goal 5.3: Develop Task Force and plan for:	-Digital Bridge Initiative



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1: Develop Strategic Plan for the next three years	-[No Measure of Progress]	In Progress
Goal 2: Identify services and operations for the department	-[No Measure of Progress]	In Progress
Goal 3: Develop content for Community and stakeholder communication	-[No Measure of Progress]	In Progress
Goal 4: Develop a database that will inform the work to eliminate institutional and structural racism and its intersections	-[No Measure of Progress]	In Progress
Goal 5.1: Develop Task Force and plan for:	-Reimagining Policing	In Progress
Goal 5.2: Develop Task Force and plan for:	-Civilian Oversight	In Progress
Goal 5.3: Develop Task Force and plan for:	-Digital Bridge Initiative	Not Started

Budget Details

Personal Services Changes

Personal Services are projected up 38% for FY23.

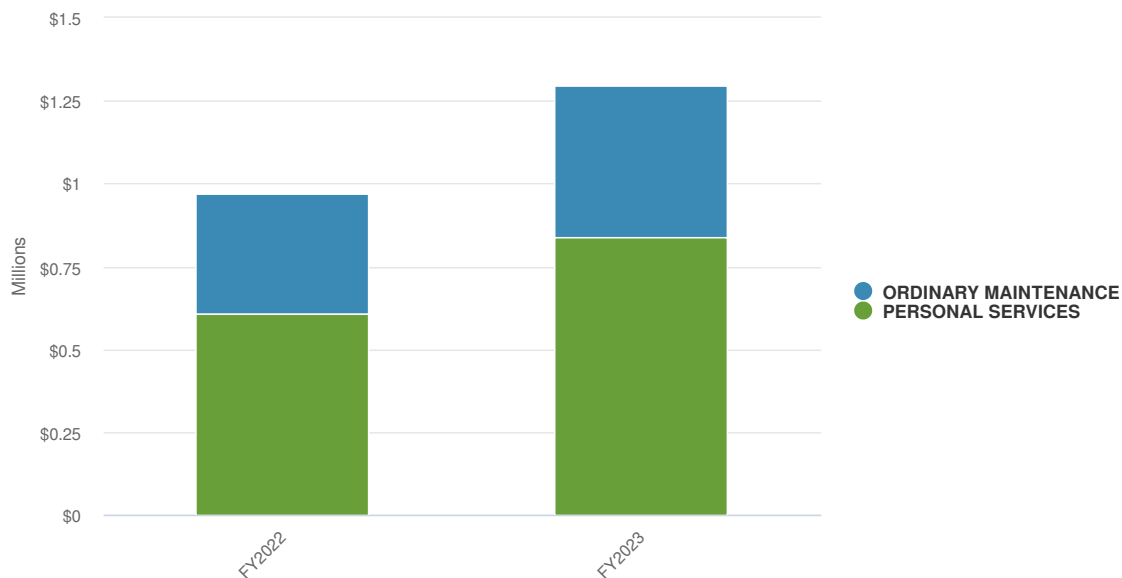
- This budget includes a new position of RSJ Investigator. This position will provide a single point of entry for individuals with concerns or complaints related to hate, bias and social injustice incidences to be heard and responded to. The Investigator will work closely with the community and key stakeholders to ensure that investigations are completed in a timely and equitable manner.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected up 27% for FY23.

- Approximately half of this increase is due to Professional & Technical Services projects, which include Reimagining task forces, trainings for staff, commissions, and elected officials, and communications and outreach work.
- An additional \$25,000 has been budgeted for FY23 for translation services at community meetings.
- Other increases are for supplies, software, travel, and computer equipment for staff.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
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Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$601,945	\$243,394	\$805,699	\$203,754
SALARIES & WAGES TEMPORARY		\$306	\$30,000	\$30,000
HOLIDAYS NON-UNION	\$5,596	\$2,122	\$1,550	-\$4,046
Total PERSONAL SERVICES:	\$607,541	\$245,823	\$837,249	\$229,708
ORDINARY MAINTENANCE				
RENTAL - BUILDINGS	\$5,000	\$0	\$5,000	\$0
PROFESSIONAL & TECHNICAL SVC	\$280,000	\$789	\$325,000	\$45,000
SOFTWARE SERVICES	\$5,000	\$659	\$6,500	\$1,500
TRANSLATION SERVICES	\$25,000	\$0	\$50,000	\$25,000
POSTAGE	\$15,000	\$0	\$15,000	\$0
OFFICE SUPPLIES	\$1,000	\$35	\$10,000	\$9,000
OFFICE FURNITURE NOT CAPITALIZ	\$10,000	\$0	\$10,000	\$0
COMPUTER EQUIPMENT NOT CAPITAL	\$15,000	\$0	\$20,000	\$5,000
FOOD SUPPLIES & REFRESHMENT	\$1,000	\$0	\$10,000	\$9,000
IN STATE TRAVEL	\$1,000	\$0	\$1,000	\$0
OUT OF STATE TRAVEL	\$2,000	\$0	\$5,000	\$3,000
Total ORDINARY MAINTENANCE:	\$360,000	\$1,482	\$457,500	\$97,500
Total Expense Objects:	\$967,541	\$247,305	\$1,294,749	\$327,208

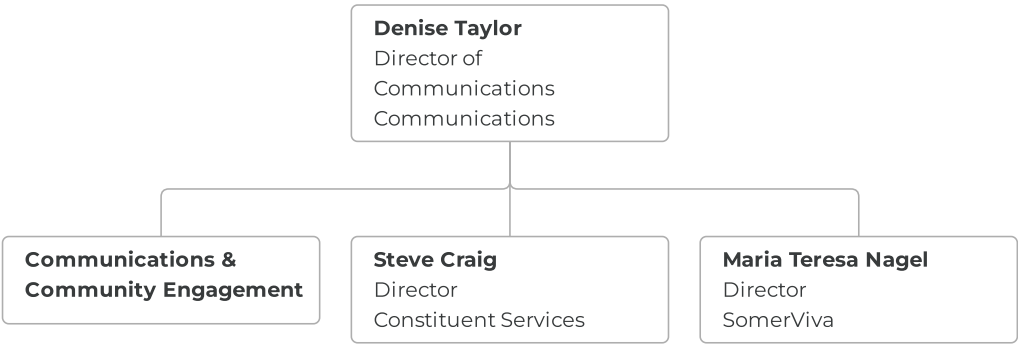
Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
RSJ Coordinator	2022-08-01	1	100%	\$79,684	\$79,837	NU8
Community Engagement Specialist	2022-08-01	1	100%	\$59,763	\$59,878	NU11
Public Information Officer	2022-08-01	1	100%	\$74,712	\$74,856	NU9
Commissions Coordinator	2022-07-01	1	100%	\$66,504	\$66,632	NU11
Analyst	2022-07-01	1	100%	\$81,504	\$81,661	NU9
Director of Racial & Social Justice	2022-07-01	1	100%	\$121,920	\$122,154	NU4
ADA Coordinator	2022-07-01	1	100%	\$83,136	\$83,296	NU9
RSJ Investigator (New)	2022-10-01	1	100%	\$61,128	\$61,246	NU9
Deputy Director of RSJ	2022-07-01	1	100%	\$94,212	\$94,393	NU7
Project Specialist	2022-07-01	1	100%	\$83,136	\$83,296	NU9



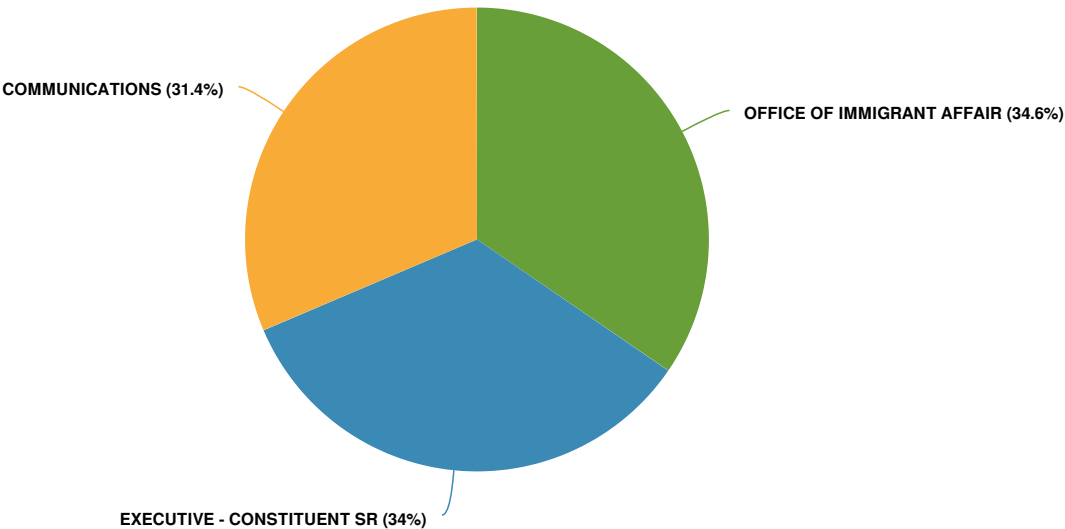
Communications & Community Engagement

Communications & Community Engagement Organizational Chart

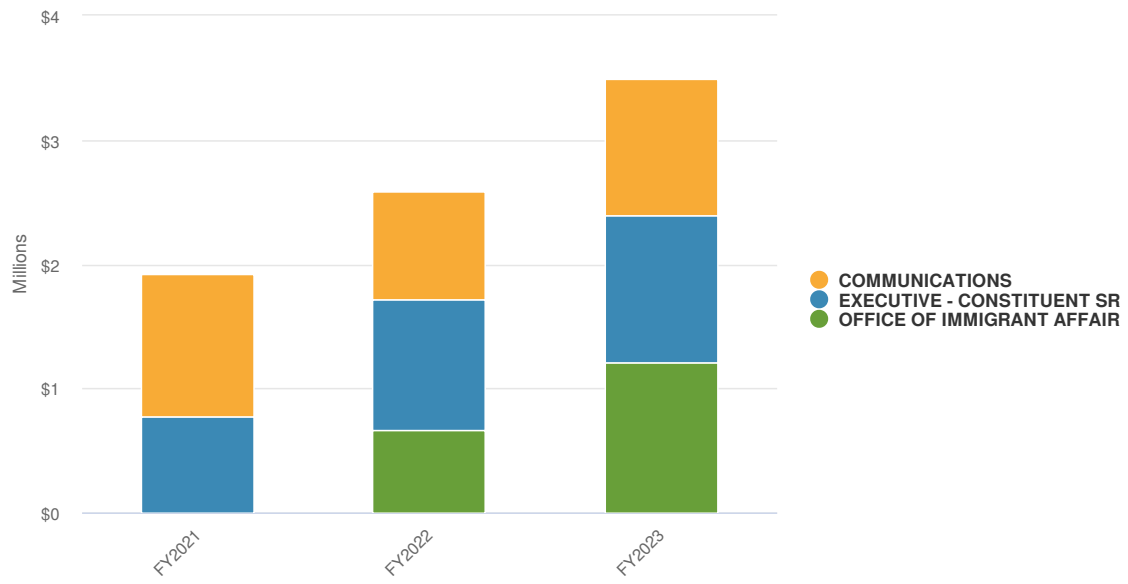


Expenditures by Division

Budgeted Expenditures by Division



Budgeted and Historical Expenditures by Function



Communications & Community Engagement

The Communications and Community Engagement (CCE) Department maintains robust two-way communication between the city and the community. Using a broad range of communication tools and outreach methods, CCE strives to provide both vital outgoing information on emergencies, preparedness, services, programs, civic processes, public meetings, initiatives, events, and other important needs as well as to facilitate opportunities for comment, feedback, requests, suggestions, and discussion. In this role, CCE aims to ensure access for all residents to all City functions and services and also helps enable and encourages resident participation in City government and community activities. In its efforts to inform, serve, and engage the community, the CCE Department aims to provide quality constituent service, enhance the quality of life within the city, and help city government be responsive to community needs and advance community priorities.

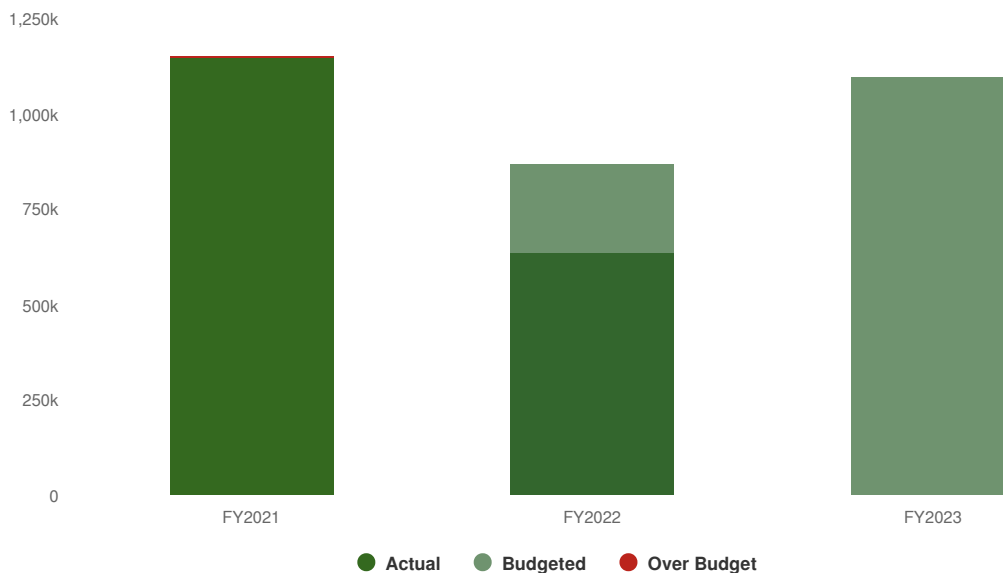
The Department is an umbrella department that encompasses four divisions/offices and five additional core service areas:

- Offices/Divisions
 - Constituent Services Office (311)
 - SomerViva Office of Immigrant Affairs
 - Web Content and Development Office
 - GovTV: CityTV, EdTV, and emergency video, streaming, and television
- Core Service Areas
 - Public Information and Emergency Communications/Media Relations
 - Civic Engagement/ResiStat Neighborhood Outreach
 - City & Departmental Social Media/New Media/Digital Communications
 - Civic ceremonies and Intergovernmental Event Management
 - Event permitting and Film Office functions

Expenditures Summary

\$1,095,867 **\$226,571**
(26.06% vs. prior year)

CCE Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Continue to keep the community informed of all relevant COVID-19, vaccine, and recovery-related information including service and support access channels to aid in the protection of public safety, public health, and both individual and community pandemic recovery	-Issuance of timely and informative multilingual information via multiple channels and methods
Goal 2: Continue to coordinate with the SomerViva Office of Immigrant Affairs, the ADA Coordinator, and other staff and partners to support the development and implementation of the Language Access Plan to advance both information accessibility for persons with disabilities and for persons with limited English proficiency via increased multilingual and plain language resources among other efforts	-Development of CCE plans for Language Access within the larger Language Access Plan, begin implementation of steps outlined, and provide support for overall plan development citywide with Comms supports whether web services, expansion of plain language, content development, submission protocols, or content guidelines
Goal 3: Build out needed staff resources to support Web Content and Development services and security for www.somervillema.gov and all City microsites with the shift of web staff into the Office of Web Content & Development within CCE. This would shift one staff and introduce two needed support positions	-Reduce bottlenecks in content updates, enhance cybersecurity, improve multi-lingual access, maintain ADA compliance amid changing requirements, begin to apply plain language principles to all content for accessibility and ease of machine translation, begin form digitization initiative -Establish WCD Office, hire proposed Web Content Administrator
Goal 4: Complete website Drupal content management system upgrade. Continue needed website tool, navigation, accessibility, and feature updates to maintain optimal usability for the approximately 3,000 per day unique visitors to www.somervillema.gov	-Redevelop MySomerville address lookup, improve waste disposal pages and tools, improve voting pages and informational tools, improve street sweeping features, enhance pages/content areas including, for example, Racial and Social Justice Department and initiatives, elected officials pages, Be Somerville pages, and others
Goal 5: Support the equitable integration of hybrid virtual-onsite participation tools and approaches into all City and City Council meetings by both developing and providing needed technology	-Continue to test and build out hybrid systems for City Council, School Committee, and committee meetings as well as mobile kits for additional public meetings and train staff citywide on usage and best practices in partnership with IT and other staff
Goal 6: Support Digital Bridge Initiative efforts to remove barriers to Internet access, devices, and training for the under-connected	-Participate in strategic planning for the Digital Bridge Initiative and support all DBI efforts with needed communications and engagement supports. Assist in hiring of and collaboration with DBI Coordinator
Goal 7: To support equitable and inclusive engagement, establish and facilitate new internal structures for coordination and sharing of best practices for outreach, event/meeting promotion, and inclusive engagement	-Refresh outreach, meeting, promotion, and engagement guidance. Establish new structures for coordination, collaboration, and training including regular convening and focus groups. Facilitate sharing of best practices between teams
Goal 8: To promote and support civic engagement, establish and coordinate annual Civic Day event with other staff to provide better understanding of City government; who our electeds are, what they do, and how to reach them; and how to engage, volunteer, serve, stay up to date on, and take on community leadership at the municipal level	-Host first annual Civic Day in partnership with City staff and hopefully City Council and other elected officials. Include engaging activities to share opportunities and information to open doors to getting involved and understanding local government for all residents



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1.1: Continue to keep the community informed of all relevant COVID-19, vaccine, and recovery-related information including service and support access channels to aid in the protection of public safety, public health, and both individual and community pandemic recovery	-Issuance of timely and informative multilingual information	Complete
Goal 1.2: Continue to keep the community informed of all relevant COVID-19, vaccine, and recovery-related information including service and support access channels to aid in the protection of public safety, public health, and both individual and community pandemic recovery	-Coordination and production of needed materials, meetings, webinars, programs, videos, etc.	Complete
Goal 1.3: Continue to keep the community informed of all relevant COVID-19, vaccine, and recovery-related information including service and support access channels to aid in the protection of public safety, public health, and both individual and community pandemic recovery	-Maintenance and coordination support for two-way community-city communication channels to support a responsive and equitable recovery	Complete
Goal 2.1: Continue to build the reach and efficacy of the SomerViva Office of Immigrant Affairs (SOIA) by transitioning from a program to a division and from 100% emergency pandemic status to recovery status allowing for advancements in services and initiatives disrupted by the pandemic including leadership development, expansion of immigration services, and establishment of a formal language access 5-year plan	-Hire SOIA Director	Complete
Goal 2.2: Continue to build the reach and efficacy of the SomerViva Office of Immigrant Affairs (SOIA) by transitioning from a program to a division and from 100% emergency pandemic status to recovery status allowing for advancements in services and initiatives disrupted by the pandemic including leadership development, expansion of immigration services, and establishment of a formal language access 5-year plan	-Maintain pandemic staffing supports to create capacity for regular programming and service activity	In Progress
Goal 2.3: Continue to build the reach and efficacy of the SomerViva Office of Immigrant Affairs (SOIA) by transitioning from a program to a division and from 100% emergency pandemic status to recovery status allowing for advancements in services and initiatives disrupted by the pandemic including leadership development, expansion of immigration services, and establishment of a formal language access 5-year plan	- Delivery of formal 5-year Language Access Plan and proposal of Language Access ordinance	In Progress
Goal 2.4: Continue to build the reach and efficacy of the SomerViva Office of Immigrant Affairs (SOIA) by transitioning from a program to a division and from 100% emergency pandemic status to recovery status allowing for advancements in services and initiatives disrupted by the pandemic including leadership development, expansion of immigration services, and establishment of a formal language access 5-year plan	-Enhance immigration and related services including rebooting legal clinics	In Progress
Goal 3.1: Enhance both website and video services accessibility via video closed captioning and ADA-compliant website upgrades	-Complete full Drupal upgrade of City website including updating and upgrading ADA compliance to incorporate newer guidelines	In Progress
Goal 3.2: Enhance both website and video services accessibility via video closed captioning and ADA-compliant website upgrades	-Establish closed captioning services for CityTV programming	On Hold



Goal 4.1: Support the equitable integration of hybrid virtual- onsite participation tools and approaches into all City and City Council meetings by both developing and providing needed technology as well as supporting Digital Bridge Initiative efforts to remove barriers to Internet access, devices, and training for the under-connected	-Establish hybrid systems for City Council, School Committee, and committee meetings as well as mobile kits for additional public meetings and train staff citywide on usage	In Progress
Goal 4.2: Support the equitable integration of hybrid virtual- onsite participation tools and approaches into all City and City Council meetings by both developing and providing needed technology as well as supporting Digital Bridge Initiative efforts to remove barriers to Internet access, devices, and training for the under-connected	-Continue to build out systems as needed	In Progress
Goal 4.3: Support the equitable integration of hybrid virtual- onsite participation tools and approaches into all City and City Council meetings by both developing and providing needed technology as well as supporting Digital Bridge Initiative efforts to remove barriers to Internet access, devices, and training for the under-connected	-Participate in strategic planning for the Digital Bridge Initiative and support all DBI efforts with needed communications and engagement supports	In Progress
Goal 4.4: Support the equitable integration of hybrid virtual- onsite participation tools and approaches into all City and City Council meetings by both developing and providing needed technology as well as supporting Digital Bridge Initiative efforts to remove barriers to Internet access, devices, and training for the under-connected	-Assist in hiring of and collaboration with proposed DBI Coordinator	In Progress

Budget Details

Personal Services Changes

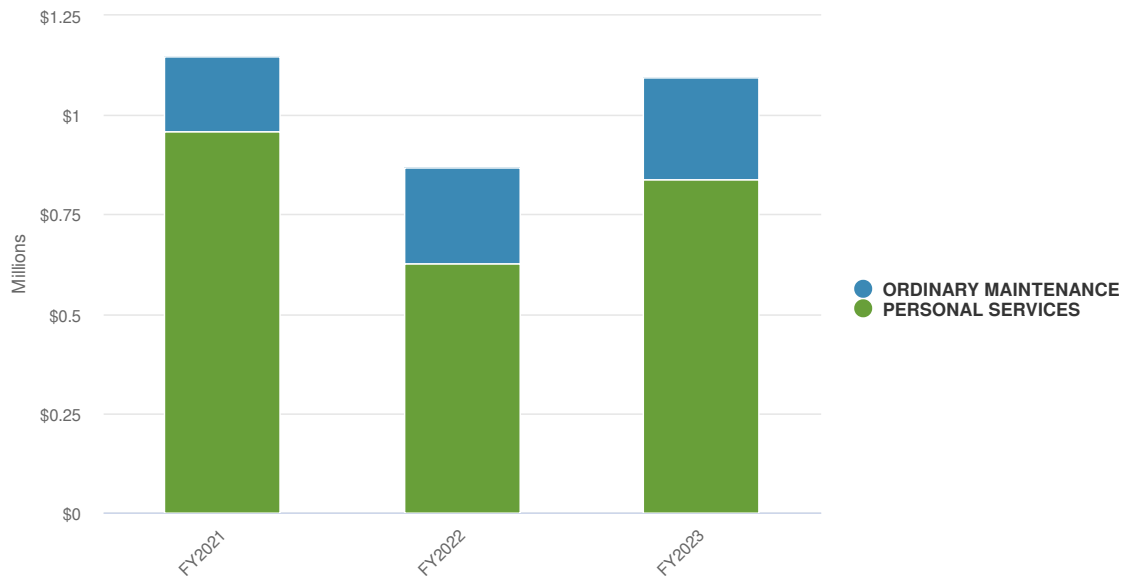
- Personal services are projected to increase 33%.
 - Communications & Community Engagement (CCE) is expanding the City's web content staff by two positions this year.
 - A Web Content Administrator and a Web Content Writer will support improved accessibility and content for the City's website.
 - Due to these new positions, the Web Developer and Multimedia Designer position has been reclassified to Web Content and Development Director.
 - A Financial Analyst position has been added to support all CCE functions and divisions, core Communications, the SomerViva Office of Immigrant Affairs, Constituent Services, and CityTV/PEG Access.

Ordinary Maintenance Changes

- Ordinary Maintenance costs are projected up 7% for FY23.
 - This is primarily due to funding of a \$13,000 request to improve the accessibility of the City's website.



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$620,328	\$513,827	\$834,874	\$214,546
OVERTIME	\$1,368	\$205	\$1,368	\$0
LONGEVITY	\$1,400	\$0	\$0	-\$1,400
HOLIDAYS NON-UNION	\$4,349	\$4,345	\$1,494	-\$2,855
HOLIDAYS - S.M.E.A.	\$409	\$412	\$104	-\$305
UNIFORM ALLOWANCE	\$350	\$0	\$350	\$0
Total PERSONAL SERVICES:	\$628,204	\$518,790	\$838,190	\$209,986
ORDINARY MAINTENANCE				
R&M - COMMUN. EQUIP.	\$500	\$0	\$500	\$0
R&M - SERVICE CONTRACTS	\$1,100	\$1,051	\$1,200	\$100
PROFESSIONAL & TECHNICAL SVC	\$149,200	\$65,505	\$148,400	-\$800
EMPLOYEE TRAINING COURSES	\$1,500	\$710	\$2,500	\$1,000
SOFTWARE SERVICES	\$13,000	\$0	\$18,500	\$5,500
CUSTODIAL DETAIL	\$700	\$0	\$700	\$0
POSTAGE	\$12,800	\$14,246	\$13,800	\$1,000
AUTOMATED CALL SYSTEM	\$25,000	\$22,995	\$25,000	\$0
SUPPLIES	\$300	\$58	\$2,300	\$2,000
OFFICE SUPPLIES	\$900	\$357	\$1,000	\$100
PRINTING & STATIONERY	\$21,800	\$138	\$23,200	\$1,400
ONLINE SUBSCRIPTION	\$11,462	\$10,239	\$16,932	\$5,470
MAGAZINES/SUBSCRIPTS/PUB	\$980	\$619	\$1,245	\$265
NEIGHBORHOOD IMP. COUNCIL	\$1,850	\$584	\$2,400	\$550



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Total ORDINARY MAINTENANCE:	\$241,092	\$116,502	\$257,677	\$16,585
Total Expense Objects:	\$869,296	\$635,292	\$1,095,867	\$226,571

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Director of Communications	2022-07-01	1	100%	\$162,264	\$162,575	NU2
Public Information Officer - Construction	2022-07-01	1	100%	\$72,048	\$72,187	NU10
Financial Analyst (New)	2022-10-01	1	100%	\$61,128	\$61,246	NU9
Public Information Officer	2022-07-01	1	100%	\$84,792	\$84,955	NU9
Web Content and Development Director	2022-07-01	1	100%	\$108,660	\$108,869	NU5
Community Engagement Specialist	2022-07-01	1	100%	\$66,504	\$66,632	NU11
Principal Clerk	2022-07-01	1	100%	\$53,784	\$54,238	CLER2
Deputy Director of Communications	2022-08-01	1	100%	\$91,443	\$91,619	NU6
Web Content Administrator (New)	2022-10-01	1	100%	\$65,196	\$65,321	NU8
Web Content Writer (New)	2022-10-01	1	100%	\$65,196	\$65,321	NU8



Constituent Services

To deliver accurate, courteous, and easy customer experiences to all members of the Somerville community seeking to access services, information, and support. To facilitate the review, analysis, and response to constituent feedback. Our commitment to excellent service, support, and engagement is achieved both through the management of the City's integrated 3-1-1 contact center, switchboard, and Welcome Desk, and also via citywide service-training and quality assurance through a range of customer-focused initiatives.

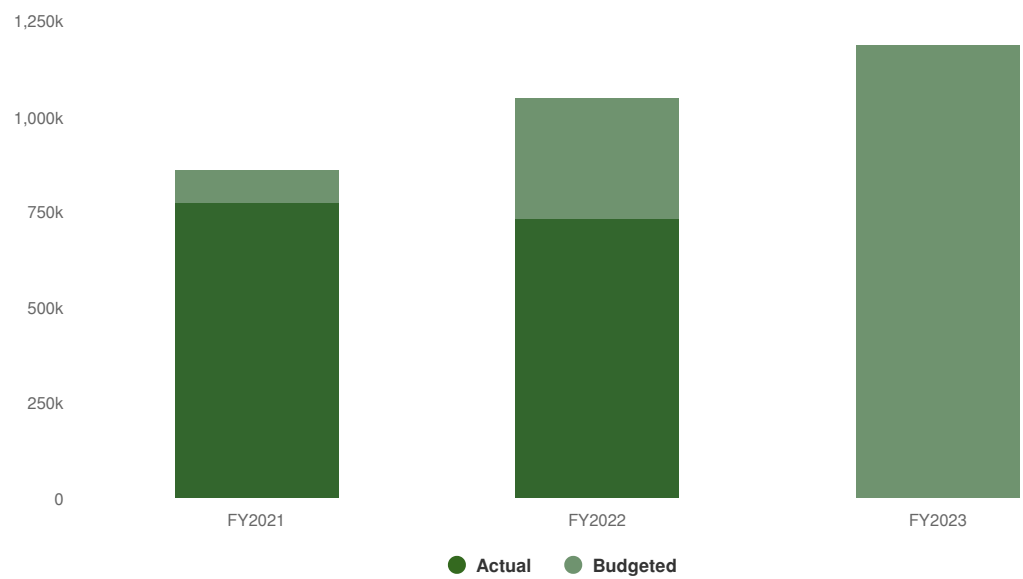
Expenditures Summary

\$1,187,808

\$139,576

(13.32% vs. prior year)

Constituent Services Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.1: Growth of Customer Experience Management program to improve City's understanding of the community's perceptions and expectations of City services	-Number of customer satisfaction surveys (CSATs) administered
Goal 1.2: Growth of Customer Experience Management program to improve City's understanding of the community's perceptions and expectations of City services	-CSAT scores
Goal 1.3: Growth of Customer Experience Management program to improve City's understanding of the community's perceptions and expectations of City services	-Number of community feedback submittals through 311
Goal 1.4: Growth of Customer Experience Management program to improve City's understanding of the community's perceptions and expectations of City services	-Improvements and other changes as a result of data analysis
Goal 2.1: Continued improvements to multi-channel 311 services. Complete 311 email and live chat deployment	-Number of requests managed through each channel, total usage and percent of overall 311 volume
Goal 2.2: Continued improvements to multi-channel 311 services. Complete 311 email and live chat deployment	-Recommendations pending as a result of Project
Goal 2.3: Continued improvements to multi-channel 311 services. Complete 311 email and live chat deployment	-Number of staff trained to provide blended service support
Goal 3.1: Development of 311 Quality Assurance/Performance program to better enable and develop department staff (311 CSRs) to engage with customers, utilize technical systems, and expand individual knowledgebase of City information	-Total number of engagement reviews for team
Goal 3.2: Development of 311 Quality Assurance/Performance program to better enable and develop department staff (311 CSRs) to engage with customers, utilize technical systems, and expand individual knowledgebase of City information	-Individual employee performance metrics
Goal 3.3: Development of 311 Quality Assurance/Performance program to better enable and develop department staff (311 CSRs) to engage with customers, utilize technical systems, and expand individual knowledgebase of City information	-Employee feedback
Goal 4.1: Improve City-wide customer service operations by expanding and improving the number of programs and services supported by department	-Design and impliment new service request types supported by Constituent Services/311
Goal 4.2: Improve City-wide customer service operations by expanding and improving the number of programs and services supported by department	-Updates and mprovements to existing service requests
Goal 4.3: Improve City-wide customer service operations by expanding and improving the number of programs and services supported by department	-Additional program and policy changes



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1.1: Establish customer experience management program to improve City's understanding of the community's perceptions and expectations of City services	-Total amount of customer satisfaction surveys (CSAT) administered	In Progress
Goal 1.2: Establish customer experience management program to improve City's understanding of the community's perceptions and expectations of City services	-CSAT scores	In Progress
Goal 1.3: Establish customer experience management program to improve City's understanding of the community's perceptions and expectations of City services	-Number of feedback submittals	In Progress
Goal 1.4: Establish customer experience management program to improve City's understanding of the community's perceptions and expectations of City services	-Changes resulting from data	In Progress
Goal 2.1: Continued improvements to multi-channel 311 services. Complete 311 email and live chat deployment	-Number of requests managed through each channel, total usage and percent of overall 311 volume	In Progress
Goal 2.2: Continued improvements to multi-channel 311 services. Complete 311 email and live chat deployment	-Additional SLAs will also be established	In Progress
Goal 2.3: Continued improvements to multi-channel 311 services. Complete 311 email and live chat deployment	-Number of staff trained to provide blended service support	In Progress
Goal 3.1: Formally establish a comprehensive Quality Assurance/Performance program to better enable and develop department staff (311) to engage with customers, utilize technical systems, and expand individual knowledgebase of City information	-Total number of engagement reviews for team	Complete
Goal 3.2: Formally establish a comprehensive Quality Assurance/Performance program to better enable and develop department staff (311) to engage with customers, utilize technical systems, and expand individual knowledgebase of City information	-Individual employee performance metrics	Complete
Goal 3.3: Formally establish a comprehensive Quality Assurance/Performance program to better enable and develop department staff (311) to engage with customers, utilize technical systems, and expand individual knowledgebase of City information	-Employee feedback	In Progress
Goal 4.1: Improve City-wide customer service operations by expanding and improving the number of programs and services supported by department	-New service request types added	In Progress
Goal 4.2: Improve City-wide customer service operations by expanding and improving the number of programs and services supported by department	-Modifications/improvements to existing service requests, back-end, request-specific SLA data	In Progress
Goal 4.3: Improve City-wide customer service operations by expanding and improving the number of programs and services supported by department	-Additional program and policy improvements	In Progress



Budget Details

Personal Services Changes

Personal Services are projected to go up for 10% FY23.

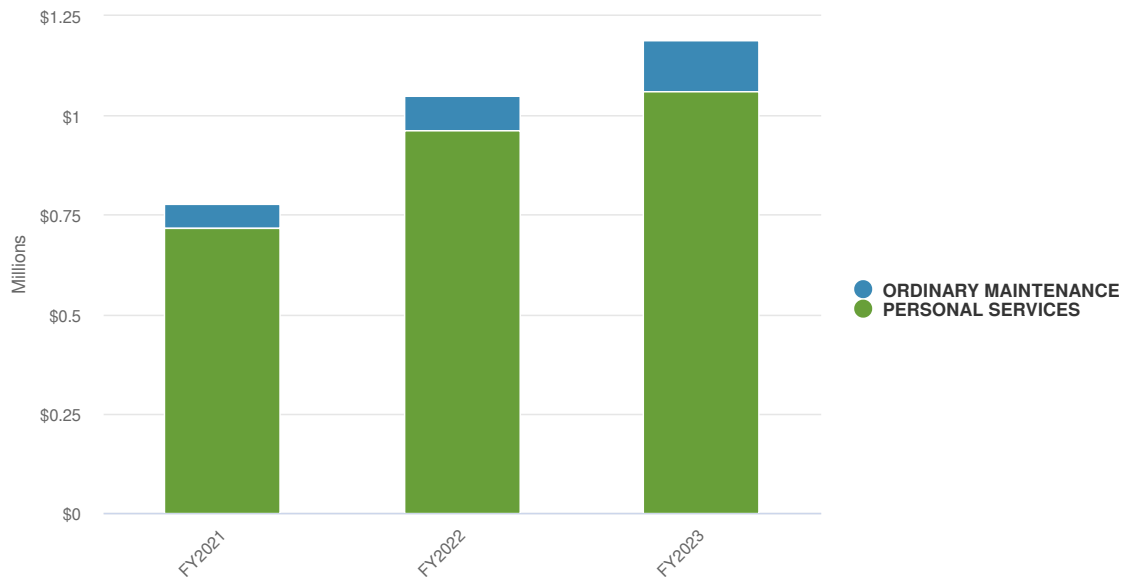
- This budget includes a 311 Systems Administrator to focus on the City's QAlert system.
- A Customer Service Representative position has been elevated to a Floor Manager, providing hours additional hours of staff supervision.
- Part-time salaries have been adjusted to be competitive with full-time salaries in an effort to increase staff retention.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to go up 50% for FY23.

- 24/7 311 support vendor costs have increased by \$20,000.
- \$20,000 has been added to this budget for Citywide customer service and experience training led by Constituent Services staff.
- Miscellaneous systems improvements and support costs increased by \$5,000.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$895,722	\$619,581	\$989,979	\$94,257
SALARIES & WAGES TEMPORARY	\$39,672	\$39,605	\$47,610	\$7,938
OVERTIME	\$19,313	\$9,772	\$19,313	\$0
LONGEVITY	\$2,050	\$2,050	\$2,050	\$0
HOLIDAYS NON-UNION	\$6,284	\$5,253	\$1,727	-\$4,557
HOLIDAYS - S.M.E.A.	\$741	\$387	\$179	-\$562
UNIFORM ALLOWANCE	\$700	\$350	\$700	\$0
Total PERSONAL SERVICES:	\$964,482	\$676,998	\$1,061,558	\$97,076
ORDINARY MAINTENANCE				



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
R&M - SERVICE CONTRACTS	\$250	\$0	\$250	\$0
RENTAL-WATER COOLER	\$300	\$51	\$300	\$0
PROFESSIONAL & TECHNICAL SVC	\$62,000	\$53,370	\$100,000	\$38,000
EMPLOYEE TRAINING COURSES	\$6,000	\$0	\$8,000	\$2,000
OFFICE SUPPLIES	\$8,000	\$1,146	\$8,000	\$0
PRINTING & STATIONERY	\$1,200	\$1,096	\$1,700	\$500
OFFICE FURNITURE NOT CAPITALIZ	\$6,000	\$0	\$8,000	\$2,000
Total ORDINARY MAINTENANCE:	\$83,750	\$55,663	\$126,250	\$42,500
Total Expense Objects:	\$1,048,232	\$732,661	\$1,187,808	\$139,576

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base	FY23 Total	Grade
				Salary	Compensation	
Senior Customer Service Rep	2022-07-01	1	100%	\$58,812	\$58,925	NU12
Quality Manager	2022-08-01	1	100%	\$59,763	\$59,878	NU11
Senior Customer Service Rep	2022-07-01	1	100%	\$55,428	\$55,535	NU12
Telephone Operator	2022-07-01	1	100%	\$50,508	\$53,005	TEL2
Director of Constituent Services	2022-07-01	1	100%	\$124,824	\$125,064	NU5
Customer Experience Manager	2022-07-01	1	100%	\$66,504	\$66,632	NU11
Call Center Manager	2022-07-01	1	100%	\$79,548	\$79,701	NU10
Telephone Operator	2022-08-01	1	100%	\$42,328	\$42,760	TEL2
311 Systems Administrator (New)	2022-10-01	1	100%	\$69,273	\$69,406	NU7
Senior Customer Service Rep - Becomes floor supervisor	2022-08-01	1	100%	\$49,808	\$49,904	NU12
Senior Customer Service Rep	2022-07-01	1	100%	\$55,428	\$55,535	NU12
Customer Service Rep	2022-07-01	1	100%	\$51,900	\$52,000	NU13
Customer Service Rep	2023-01-01	1	100%	\$20,892	\$20,933	NU14
Service Operations Manager	2022-07-01	1	100%	\$88,668	\$88,838	NU8
Senior Customer Service Rep	2022-07-01	1	100%	\$56,532	\$56,641	NU12
Customer Service Rep (PT)	2022-08-01	0.48	100%	\$23,805	\$23,805	
Floor Supervisor / Customer Service Rep	2022-08-01	1	100%	\$59,763	\$59,878	NU11
Customer Service Rep (PT)	2022-07-01	0.48	100%	\$23,805	\$23,805	



SomerViva: Office of Immigrant Affairs

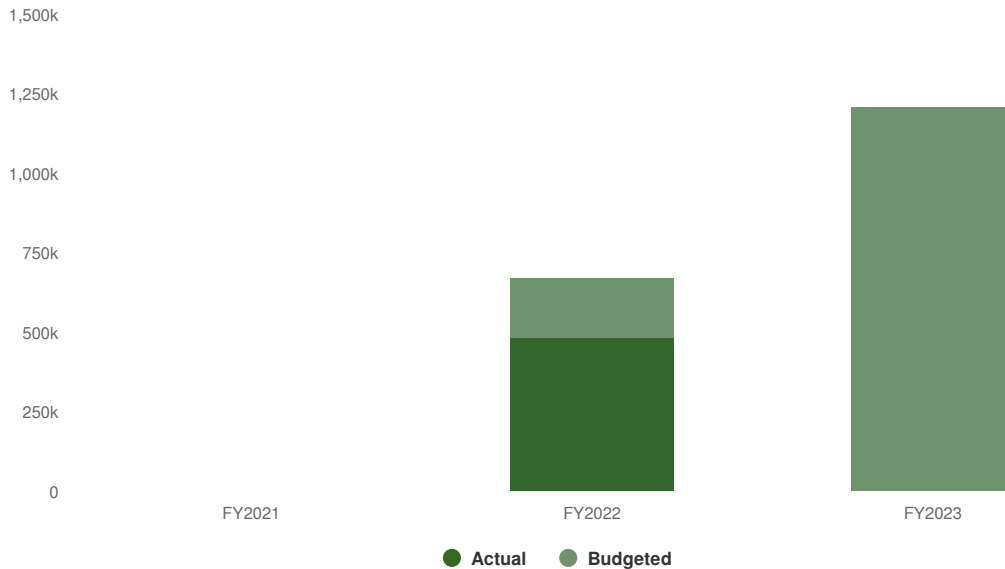
To enhance wellbeing and equity through programs, services, and policies that aim to facilitate the successful inclusion of Somerville's immigrant residents and workers in the City's civic, economic, and cultural life. Through multilingual, culturally competent program and service design and collaboration with departments and partners citywide, advance the equitable access to municipal services, community resources, information, public discourse, and opportunities for civic leadership and personal advancement of Somerville's immigrant community members—and thereby strengthen the fabric of our community overall.

Expenditures Summary

•

\$1,206,584 **\$537,907**
(80.44% vs. prior year)

SomerViva: Office of Immigrant Affairs Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: With new Director of SomerViva Office of Immigrant Affairs, advance strategic planning by collaborating with SPS and SFLC on multilingual services long-range planning, developing annual and 5-year division strategic plans, and coordinating with the Racial and Social Justice (RSJ) Office on shared goals	-Delivery of plans, successful engagement of stakeholders, effective collaboration with RSJ Office
Goal 2: Conversion of existing language access efforts into formal Language Access 5-Year Plan and proposed Language Access ordinance.	-Delivery of plan and successful collaboration with stakeholders on ordinance proposal and submission
Goal 3.1: Expand leadership development and leadership opportunities for immigrant community members through recruitment, promotion of opportunities, and coordination of in-language public discourse as well as leadership development programs for persons with limited English proficiency.	-Track persons successfully recruited to boards, commissions, public processes, leadership training, etc
Goal 3.2: Expand leadership development and leadership opportunities for immigrant community members through recruitment, promotion of opportunities, and coordination of in-language public discourse as well as leadership development programs for persons with limited English proficiency	-Track delivery of in-language civic discourse opportunities and leadership development programming
Goal 4: Support the creation of a Multilingual Committee that is community led, to advise the City on matters impacting multilingual community members, including language access, service delivery, civic engagement, and resource availability.	Formation of the Multilingual Committee with representation that is reflective of the Multilingual and multicultural community makeup of Somerville



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1.1: Strive for an equitable pandemic recovery for Somerville's immigrant residents through participation in planning, policy development, multilingual communications, and multilingual direct services and service referrals and the interdepartmental tracking thereof	-Track case management numbers	Complete
Goal 1.2: Strive for an equitable pandemic recovery for Somerville's immigrant residents through participation in planning, policy development, multilingual communications, and multilingual direct services and service referrals and the interdepartmental tracking thereof	-Review equity and inclusion efforts within recovery efforts	Complete
Goal 1.3: Strive for and equitable pandemic recovery for Somerville's immigrant residents through participation in planning, policy development, multilingual communications, and multilingual direct services and service referrals and the interdepartmental tracking thereof	-Expand multilingual alert and info subscriptions with an assessment of totals counts at fiscal year-end	Complete
Goal 2: With new Director of SomerViva Office of Immigrant Affairs, advance strategic planning by collaborating with SPS and SFLC on multilingual services long-range planning, developing annual and 5-year division strategic plans, and coordinating with the Racial and Social Justice (RSJ) Office on shared goals	-Delivery of plans, successful engagement of stakeholders, effective collaboration with RSJ Office	In Progress
Goal 3: Conversion of existing language access efforts into formal Language Access 5-Year Plan and proposed Language Access ordinance	-Delivery of plan and successful collaboration with stakeholders on ordinance proposal and submission	In Progress
Goal 4.1: Expand leadership development and leadership opportunities for immigrant community members through recruitment, promotion of opportunities, and coordination of in-language public discourse as well as leadership development programs for persons with limited English proficiency	-Track persons successfully recruited to boards, commissions, public processes, leadership training, etc	In Progress
Goal 4.2: Expand leadership development and leadership opportunities for immigrant community members through recruitment, promotion of opportunities, and coordination of in-language public discourse as well as leadership development programs for persons with limited English proficiency	-Track delivery of in-language civic discourse opportunities and leadership development programming	In Progress



Budget Details

Personal Services Changes

Personal Services are projected up 87% for FY23.

- Increased from **\$459,299.13 to \$884,867** to reflect all new staff as approved by City Council in FY22.
- An additional Spanish Speaking Community Engagement Specialist has been added for FY23.

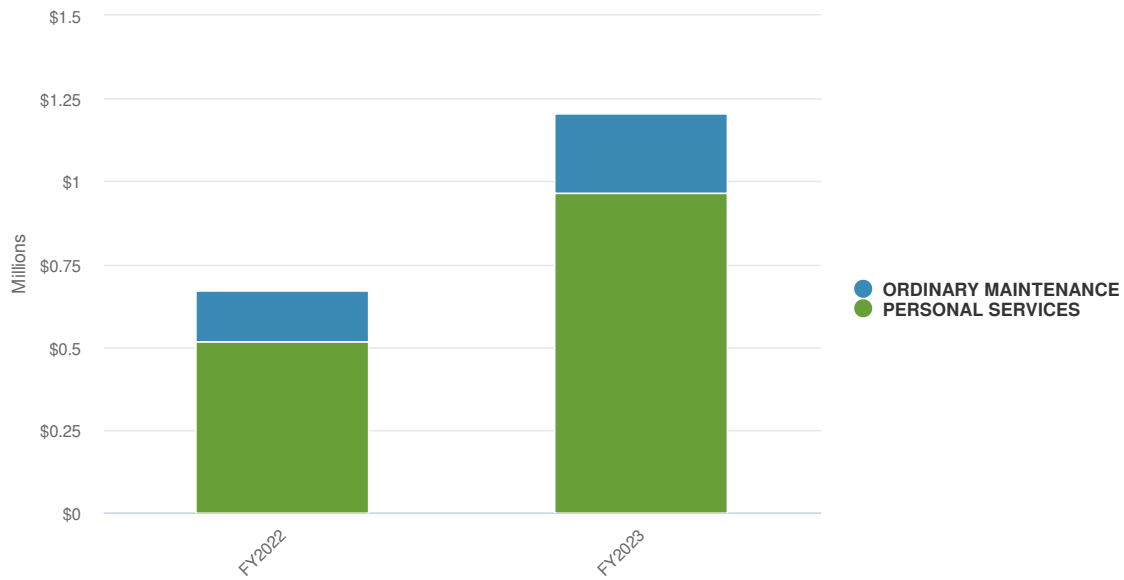
Ordinary Maintenance Changes

Ordinary Maintenance costs are projected up 58% for FY23.

- **Employee Training Courses** – Increased from **\$1,500 to \$10,000** to reflect:
 - the need to invest in training on interpretation and community outreach
 - the increased staff size:
 - FY20 = 4.5 staff
 - FY21 = 5.5 staff
 - FY22 = 11.75 staff, plus 12 PT FEMA/ARPA-funded outreach workers and 2 FT FEMA/ARPA-funded support workers
 - FY23 = 12.75 staff proposed (including one new FTE for Spanish), plus 12 PT ARPA-funded outreach workers and 2 FT ARPA-funded support workers
- **Professional and Technical Services (Translation and Interpretation Services)** – Increased from **\$10,000 to \$41,600** to:
 - Purchase additional interpretation equipment (radio headsets) to accommodate the new languages covered by SOIA (\$6,600),
 - Provide additional funding to refer out meetings of technical nature or that are beyond the capacity of current SOIA staff, as well as additional funding to hire LIPS interpreters for appropriate events (\$10,000)
 - Provide additional funding to secure interpretation services for boards and commissions that report to the City (\$15,000)
- **Software Services** – New line item with **\$25,000** was created to fund dedicated “smart” translation software to make translation significantly more efficient over time, as the software adapts to the phrasing and terms used often in City materials and assists staff with human-based culturally competent translation
- **Translation Services** – New line item with **\$15,000** was created to provide translation and interpretation support to City Council
- **Printing and Stationery** – Increased from **\$3,500 to \$8,500** to reflect the need to purchase and update our outreach material, as we expect to be doing more outreach than ever before with our current staff
- **SomerViva Community Programs and Cultural Events** – Increased from **\$10,000 to \$15,000** to provide each supported language group with \$3,000 to sponsor and co-sponsor programs and events throughout the year



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$489,576	\$391,389	\$941,190	\$451,614
SALARIES & WAGES TEMPORARY	\$23,040	\$20,556	\$23,480	\$440
HOLIDAYS NON-UNION	\$4,067	\$2,670	\$1,770	-\$2,297
Total PERSONAL SERVICES:	\$516,683	\$414,614	\$966,440	\$449,757
ORDINARY MAINTENANCE				
PROFESSIONAL & TECHNICAL SVC	\$135,064	\$66,691	\$163,664	\$28,600
EMPLOYEE TRAINING COURSES	\$1,500	\$125	\$10,000	\$8,500
SOFTWARE SERVICES		\$0	\$25,000	\$25,000
TRANSLATION SERVICES		\$0	\$15,000	\$15,000
OFFICE SUPPLIES	\$900	\$785	\$1,800	\$900
PRINTING & STATIONERY	\$3,500	\$0	\$8,500	\$5,000
IN STATE TRAVEL	\$150	\$0	\$300	\$150
DUES AND MEMBERSHIPS	\$880	\$405	\$880	\$0
NEIGHBORHOOD IMP. COUNCIL	\$10,000	\$701	\$15,000	\$5,000
Total ORDINARY MAINTENANCE:	\$151,994	\$68,707	\$240,144	\$88,150
Total Expense Objects:	\$668,677	\$483,321	\$1,206,584	\$537,907



Personnel Listing

Portuguese Services Coordinator	2022-07-01	1	100%	\$83,136	\$83,296NU9
Community Engagement Specialist - Spanish (New)	2022-10-01	1	100%	\$48,897	\$48,991NU11
Community Engagement Specialist - Portuguese	2022-08-01	1	100%	\$59,763	\$59,878NU11
Community Engagement Specialist - Mandarin	2022-08-01	1	100%	\$59,763	\$59,878NU11
Nepali Services Coordinator	2022-07-01	1	100%	\$83,136	\$83,296NU9
Community Engagement Youth Specialist - Nepali (PT)	2022-08-01	1	100%	\$10,440	\$10,440
Deputy Director & Language Justice Coordinator	2022-07-01	1	100%	\$88,668	\$88,838NU8
Haitian Kreyol Services Coordinator	2022-07-01	1	100%	\$83,136	\$83,296NU9
Spanish Services Coordinator	2022-07-01	1	100%	\$83,136	\$83,296NU9
Immigration Services Coordinator (20hrs /week)	2022-07-01	1	50%	\$42,396	\$42,437NU9
Multilingual Public Information Officer	2022-07-01	1	100%	\$72,048	\$72,187NU10
Community Engagement Specialist - Kreyol	2022-08-01	1	100%	\$59,763	\$59,878NU11
Director of SomerViva	2022-07-01	1	100%	\$110,844	\$111,057NU5
Community Engagement Specialist - Spanish	2022-07-01	1	100%	\$66,504	\$66,632NU11



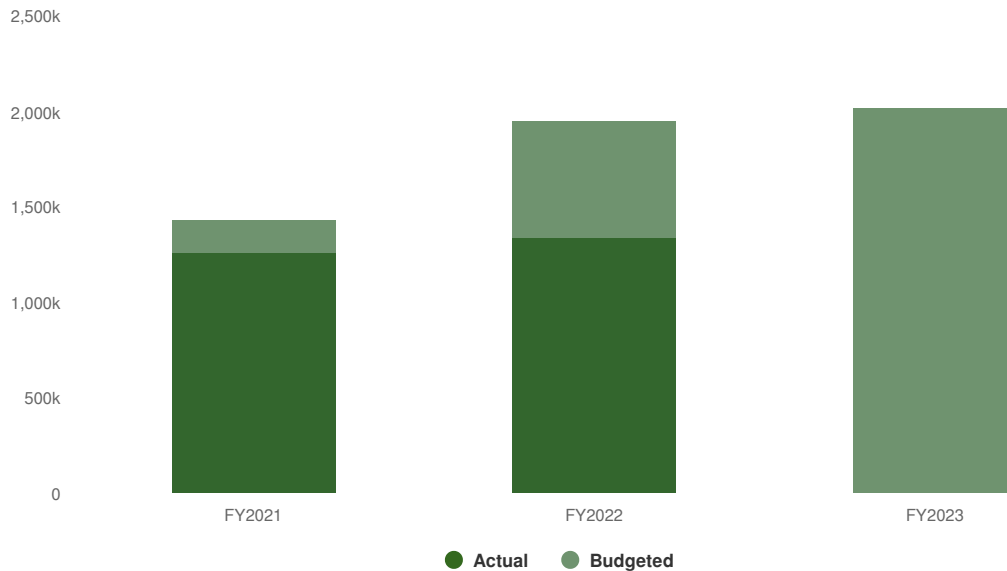
Human Resources

To ensure the successful delivery of city services by recruiting, developing, motivating, and retaining qualified employees to provide the highest possible level of public service. Human Resources promotes and supports organizational excellence through effective human resources programming regarding compensation, benefits, training, safety initiatives, quality customer service, and professional development, in an environment that embraces diversity, equity and inclusion. Human Resources also works with City managers and staff to ensure that the workplace adheres to applicable employment laws, collective bargaining agreements, and payroll administration.

Expenditures Summary

\$2,020,651 **\$71,336**
(3.66% vs. prior year)

Human Resources Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.1: Build out and improve the MUNIS Payroll and HR modules. The City needs an applicant tracking system that integrates with the MUNIS system, as well as employee time & attendance improvements in order to build towards an Employee Self-Service system for benefits, training, and other administrative functions	-Continue work with consultant in Q1, and hire HRIS manager
Goal 1.2: Build out and improve the MUNIS Payroll and HR modules. The City needs an applicant tracking system that integrates with the MUNIS system, as well as employee time & attendance improvements in order to build towards an Employee Self-Service system for benefits, training, and other administrative functions	-Review consultant analysis and implement recommended improvements in Q2
Goal 1.3: Build out and improve the MUNIS Payroll and HR modules. The City needs an applicant tracking system that integrates with the MUNIS system, as well as employee time & attendance improvements in order to build towards an Employee Self-Service system for benefits, training, and other administrative functions	- Assess additional needs in Q3 and Q4, and create timeline for deliverables and workplan.
Goal 2.1: Human Resources will focus on employee retention strategies throughout FY23. Attracting and hiring talent is only the start; creating an engaged workforce requires clear communication where individual contributions are recognized, professional development and skill-building is encouraged, enhanced benefits are offered, and a culture of respect and teamwork is a common goal	-Initiate a salary & benefits study, work with the Mayor's Work Better Task Force, and hire Recruitment Manager in Q1
Goal 2.2: Human Resources will focus on employee retention strategies throughout FY23. Attracting and hiring talent is only the start; creating an engaged workforce requires clear communication where individual contributions are recognized, professional development and skill-building is encouraged, enhanced benefits are offered, and a culture of respect and teamwork is a common goal	-Create timelines with benchmarks with salary & benefits study consultant, review Task Force recommendations, and create long-range recruitment goals with Recruitment Manager in Q2 - Q4



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1.1: Build out and improve the MUNIS Payroll and HR modules. The City needs an applicant tracking system as well as employee time & attendance improvements in order to build towards an Employee Self-Service system for benefits, training, and other administrative functions	-Hire a consultant in Q1	Complete
Goal 1.2: Build out and improve the MUNIS Payroll and HR modules. The City needs an applicant tracking system as well as employee time & attendance improvements in order to build towards an Employee Self-Service system for benefits, training, and other administrative functions	-Conduct a full analysis of current utilization in Q2	In Progress
Goal 1.3: Build out and improve the MUNIS Payroll and HR modules. The City needs an applicant tracking system as well as employee time & attendance improvements in order to build towards an Employee Self-Service system for benefits, training, and other administrative functions	-Finalize a workplan with timeline and benchmarks in Q3	In Progress
Goal 1.4: Build out and improve the MUNIS Payroll and HR modules. The City needs an applicant tracking system as well as employee time & attendance improvements in order to build towards an Employee Self-Service system for benefits, training, and other administrative functions	-Begin systematic improvements in Q4	In Progress
Goal 2.1: Human Resources will focus on employee retention strategies throughout FY22. Attracting and hiring talent is only the start; creating an engaged workforce requires clear communication where individual contributions are recognized, professional development and skill-building is encouraged, enhanced benefits are offered, and a culture of respect and teamwork is a common goal	-Release bids for a salary study, RTW study and Civil Service study in Q1	Not Started
Goal 2.2: Human Resources will focus on employee retention strategies throughout FY22. Attracting and hiring talent is only the start; creating an engaged workforce requires clear communication where individual contributions are recognized, professional development and skill-building is encouraged, enhanced benefits are offered, and a culture of respect and teamwork is a common goal	-Select vendors and implement contractual work in Q2 and Q3	In Progress
Goal 2.3: Human Resources will focus on employee retention strategies throughout FY22. Attracting and hiring talent is only the start; creating an engaged workforce requires clear communication where individual contributions are recognized, professional development and skill-building is encouraged, enhanced benefits are offered, and a culture of respect and teamwork is a common goal	-Consolidate results in Q4	On Hold



FY22 Recruitment Stats & Accomplishments

FY22 Recruitment Stats

STATS	UNION	NON-UNION	TOTAL
# OF VACANCIES CITY-WIDE (7/1/21-6/15/22)	198	300	498
# OF INTERNAL PROMOTIONS (AS OF 6/15/22)	39	53	92
# OF POSITIONS FILLED IN FY22 (AS OF 6/15/22)	116	247	363
# OF OPEN VACANCIES (AS OF 6/15/22)	82	53	135

Does not include poll workers and seasonal staff*

FY22 Human Resources Recruitment Accomplishments:

- Created two Pilot Co-op internships in OSPCD Admin and Human Resources (in collaboration with Bunker Hill Community College & Northeastern University)
- Implemented temporary Applicant Tracking System (ATS) and rebranded City of Somerville Jobs Page
- Created an updated Orientation Video to provide consistent information regarding benefits/payroll/retirement to new hires during the onboarding process
- Successfully conducted several key executive searches (14 hired Directors & 6 hired Deputy Directors)
- Filled 73% of open vacancies (363 positions filled as of 6/15/22)

Budget Details

Personal Services Changes

Personal Services are projected up 11% for FY23.

- This budget includes two new positions:
 - A Recruitment Manager to continue the ability of the City to recruit the best possible candidates and improve outreach efforts to Somerville residents.
 - HRIS Project Manager will focus on implementing new modules of Munis which will greatly increase the efficiency of the department.

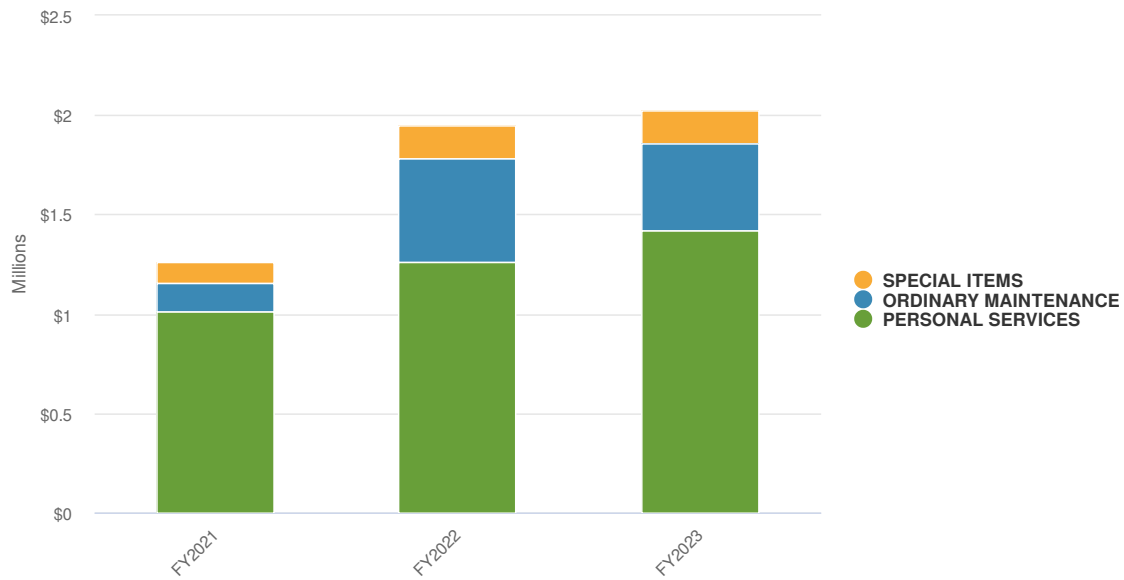
Ordinary Maintenance Changes

Ordinary Maintenance costs are projected down 17% for FY23.

- A reduction of \$125,000 in Professional & Technical Services is offset by a \$35,000 increase in Advertising.



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$1,143,626	\$883,492	\$1,313,120	\$169,494
SALARIES & WAGES TEMPORARY	\$100,723	\$86,633	\$101,000	\$277
OVERTIME	\$4,300	\$2,269	\$4,300	\$0
LONGEVITY	\$2,250	\$2,250	\$0	-\$2,250
HOLIDAYS NON-UNION	\$7,623	\$7,864	\$2,429	-\$5,194
HOLIDAYS - S.M.E.A.	\$1,215	\$561	\$142	-\$1,073
UNIFORM ALLOWANCE	\$350	\$0	\$350	\$0
Total PERSONAL SERVICES:	\$1,260,087	\$983,069	\$1,421,341	\$161,254
ORDINARY MAINTENANCE				
GYM REIMBURSEMENT	\$4,000	\$0	\$4,000	\$0
R&M - SERVICE CONTRACTS	\$0	\$620	\$0	\$0
RENTAL-WATER COOLER	\$300	\$208	\$300	\$0
PROFESSIONAL & TECHNICAL SVC	\$421,218	\$217,106	\$296,300	-\$124,918
EMPLOYEE TRAINING COURSES	\$15,000	\$2,858	\$15,000	\$0
ADVERTISING	\$15,000	\$21,089	\$50,000	\$35,000
ARBITRATION SERVICES	\$50,000	\$39,009	\$50,000	\$0
POSTAGE	\$100	\$2,259	\$100	\$0
WELLNESS PROGRAM	\$6,000	\$543	\$6,000	\$0
OFFICE SUPPLIES	\$3,000	\$1,831	\$3,000	\$0
PRINTING & STATIONERY	\$6,000	\$5,704	\$6,000	\$0
FOOD SUPPLIES & REFRESHMT	\$200	\$0	\$200	\$0
MAGAZINES/SUBSCRIPTS/PUB	\$1,200	\$1,041	\$1,200	\$0



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
IN STATE TRAVEL	\$0	\$30	\$0	\$0
DUES AND MEMBERSHIPS	\$3,500	\$2,195	\$3,500	\$0
REIMB/ALLOWANCES	\$210	\$0	\$210	\$0
Total ORDINARY MAINTENANCE:	\$525,728	\$294,493	\$435,810	-\$89,918
SPECIAL ITEMS				
ED INCENTIVES SMEA A	\$7,500	\$0	\$7,500	\$0
EDUCATIONAL INCENTIVE - B	\$35,000	\$2,000	\$35,000	\$0
ED INCENTIVE - FIRE ALARM	\$10,000	\$1,301	\$10,000	\$0
ED INCENTIVE - E911	\$3,500	\$0	\$3,500	\$0
SMEA EMPLOY FLUENCY BONUS	\$18,000	\$15,000	\$18,000	\$0
NON-UNION EDUCATION	\$10,000	\$3,144	\$10,000	\$0
EDUCATION INCENTIVE - FIRE	\$75,000	\$32,180	\$75,000	\$0
FIRE FLUENCY BONUS	\$4,500	\$5,000	\$4,500	\$0
Total SPECIAL ITEMS:	\$163,500	\$58,626	\$163,500	\$0
Total Expense Objects:	\$1,949,315	\$1,336,188	\$2,020,651	\$71,336

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Payroll Coordinator	2022-08-01	1	100%	\$59,763	\$59,878	NU11
Payroll Coordinator	2022-07-01	1	100%	\$70,572	\$70,708	NU11
Human Resources Assistant	2022-08-01	1	100%	\$49,808	\$49,904	NU12
Talent Acquisition Manager	2022-07-01	1	100%	\$66,504	\$66,632	NU11
Human Resources Manager	2022-08-01	1	100%	\$73,623	\$74,115	NU8
Deputy Director of Human Resources	2022-07-01	1	100%	\$121,920	\$122,154	NU4
Director of Human Resources	2022-07-01	1	100%	\$152,904	\$153,197	NU2
Payroll Director	2022-07-01	1	100%	\$112,344	\$112,560	NU6
Benefits Manager	2022-07-01	1	100%	\$94,104	\$94,285	NU8
HR Generalist	2022-07-01	1	100%	\$67,836	\$67,966	NU11
Payroll Coordinator	2022-07-01	1	100%	\$67,836	\$67,966	NU11
Recruitment Manager (New)	2022-10-01	1	100%	\$65,196	\$65,321	NU8
1200 Employee (HR Admin Assistant)	2022-07-01	1	100%	\$0	\$0	
HR Benefits Coordinator	2022-07-01	1	100%	\$77,988	\$78,138	NU10
HR Generalist	2022-07-01	1	100%	\$73,428	\$73,569	NU11
Project Manager (HRIS) (New)	2022-10-01	1	100%	\$69,273	\$69,406	NU7
HR Benefits Coordinator	2022-07-01	1	100%	\$73,908	\$76,300	F



Information Technology

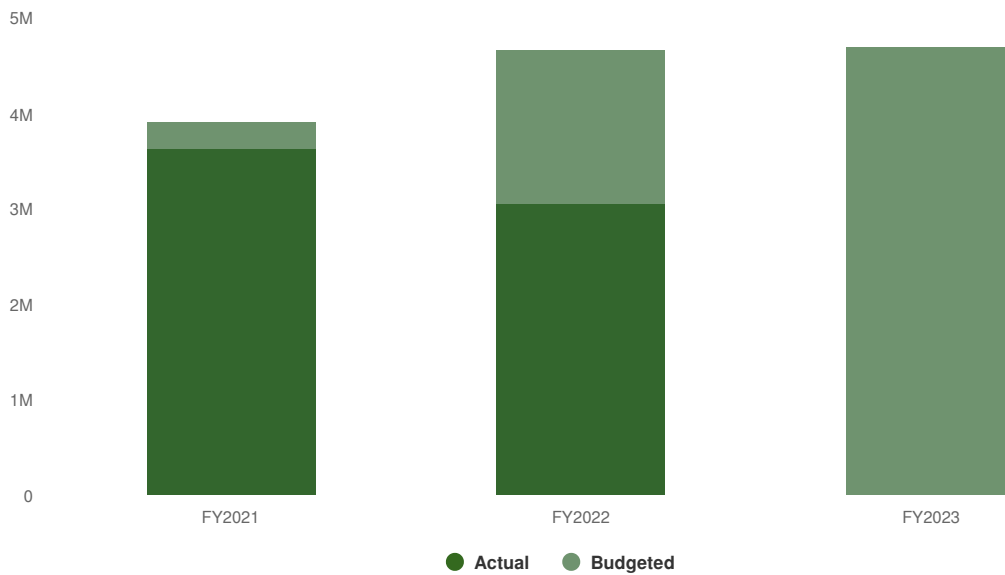
David B. Goodridge
Chief Information Officer

Establish and maintain a network infrastructure that is secure, reliable, accessible and flexible while providing timely and effective technology support services to city staff that maximizes and enhances their productivity and their ability to provide ever-improving city services.

Expenditures Summary

\$4,694,903 **\$26,180**
(0.56% vs. prior year)

Information Technology Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Provide support/analysis for both Citywide and department level applications	-Implement Munis Version 2019.1 - departmental testing in progress, support Munis Doc Origin conversion, and support other department-level application implementations
Goal 2: Implementation of infrastructure projects via ARPA	-Successful implementation of 4 ARPA related technology projects
Goal 3: Finish up deployment of laptops and decommission older Windows 7 computers across whole city	-Complete rollout of laptops for existing staff. Search and replace remaining older computing devices.
Goal 4: Finish PSTN cost reduction by converting to voip devices and rolling out the remainder of fax lines to network faxing	-Deploy VoIP devices and fax to desktop lines and disconnect copper phone lines for cost reduction



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1: Deploy computers as part of hardware refresh	-Deploy DPW computers and City Hall computers	In Progress
Goal 2: Reduce Public Switched Telephone Network (PSTN) phone expenses	-Save an estimated \$7,000 through copper conversion	In Progress
Goal 3: Provide support and analysis for Citywide and department-level application deployments and upgrades	-Implement Munis Version 2019.1, support Munis Doc Origin conversion, and support at least 3 department-level application implementations	In Progress
Goal 4: Continue to update network infrastructure	-Upgrade network modules to increase internal bandwidth and upgrade eRate-funded fiber infrastructure	In Progress

Budget Details

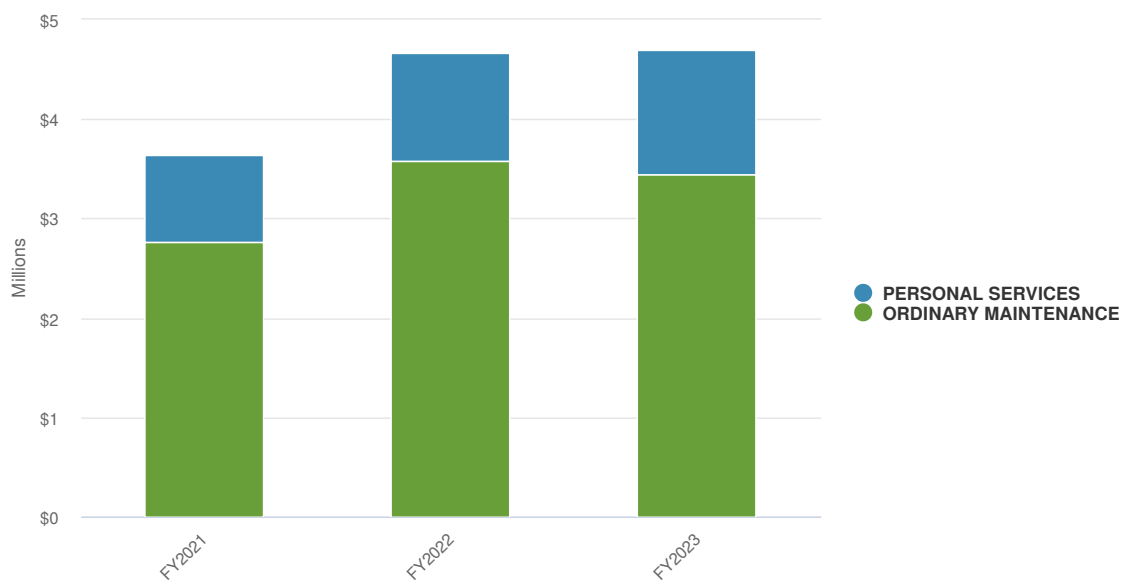
Personal Services Changes

Personal Services are projected up 15% for FY23. This budget proposes two new additional positions. The two new application support positions will allow for further support of departmental applications.

Ordinary Maintenance Changes

Ordinary Maintenance costs are down 4% for FY23. Primary drivers are the completion of our computer refresh cycle and project submissions to ARPA. ARPA impacted the following lines - Repairs Computer Equipment, eRate, and Cabling.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$1,059,114	\$793,065	\$1,228,603	\$169,489
OVERTIME	\$7,000	\$4,356	\$7,000	\$0
LONGEVITY	\$6,100	\$5,500	\$5,575	-\$525



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
HOLIDAYS NON-UNION	\$5,140	\$3,926	\$1,558	-\$3,582
HOLIDAYS - S.M.E.A.	\$3,186	\$3,160	\$801	-\$2,385
PERFECT ATTENDANCE	\$0	\$1,700	\$0	\$0
UNIFORM ALLOWANCE	\$700	\$350	\$1,050	\$350
Total PERSONAL SERVICES:	\$1,081,240	\$812,057	\$1,244,587	\$163,347
ORDINARY MAINTENANCE				
R&M - COMPUTER EQUIPMT	\$153,080	\$29,144	\$86,100	-\$66,980
R&M - SOFTWARE	\$2,013,230	\$1,147,733	\$2,198,163	\$184,933
R&M - SERVICE CONTRACTS	\$300	\$0	\$300	\$0
LEASE - PHOTOCPIER EQUIPMENT	\$85,000	\$56,305	\$70,000	-\$15,000
RENTAL-WATER COOLER	\$300	\$80	\$300	\$0
PROFESSIONAL & TECHNICAL SVC	\$67,850	\$16,131	\$84,350	\$16,500
EMPLOYEE TRAINING COURSES	\$25,000	\$21,086	\$25,000	\$0
E-RATE	\$91,141	\$21,530	\$0	-\$91,141
PHONE MAINTENANCE	\$400	\$0	\$400	\$0
CELLULAR & PAGING SERVICES	\$335,000	\$266,568	\$350,000	\$15,000
POSTAGE	\$200	\$0	\$200	\$0
PSTN-USAGE	\$170,447	\$111,326	\$170,447	\$0
WEB SITE COSTS	\$30,000	\$27,250	\$31,200	\$1,200
INTERNET MAINTENANCE	\$45,759	\$35,056	\$62,580	\$16,821
OFFICE SUPPLIES	\$1,000	\$1,144	\$1,000	\$0
COMPUTER SUPPLIES	\$10,000	\$2,462	\$10,000	\$0
COMPUTER EQUIPMENT NOT CAPITAL	\$509,126	\$470,230	\$320,576	-\$188,550
CELLULAR DEVICES	\$13,000	\$4,004	\$17,800	\$4,800
DUES AND MEMBERSHIPS	\$1,650	\$0	\$1,900	\$250
CABLING	\$35,000	\$24,195	\$20,000	-\$15,000
Total ORDINARY MAINTENANCE:	\$3,587,483	\$2,234,243	\$3,450,316	-\$137,167
Total Expense Objects:	\$4,668,723	\$3,046,300	\$4,694,903	\$26,180



Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Chief Information Officer	2022-07-01	1	100%	\$146,976	\$147,258	NU2
IT Specialist	2022-07-01	1	100%	\$73,404	\$73,895	G
Application Support Specialist (New)	2022-10-01	1	100%	\$61,128	\$61,246	NU9
IT Specialist	2022-07-01	1	100%	\$72,048	\$72,537	NU10
IT Network Manager	2022-07-01	1	100%	\$101,976	\$102,172	NU7
Administrative Assistant SMEA A	2022-07-01	1	100%	\$92,628	\$94,506	10
Senior Clerk & IT Help Desk Admin	2022-07-01	1	100%	\$46,008	\$46,447	CLER4
IT Project Manager	2022-07-01	1	100%	\$96,096	\$96,277	NU7
Project Manager	2022-08-01	1	100%	\$84,667	\$84,830	NU7
Deputy Director of IT	2022-07-01	1	100%	\$113,052	\$113,269	NU5
IT Supervisor/Computer Info Systems	2022-07-01	1	100%	\$110,988	\$113,176	13
IT Specialist NU	2022-07-01	1	100%	\$74,952	\$75,096	NU10
Application Support Specialist (New)	2022-10-01	1	100%	\$61,128	\$61,246	NU9
Computer Technician/System Administrator	2022-07-01	1	100%	\$93,552	\$95,632	10



Elections

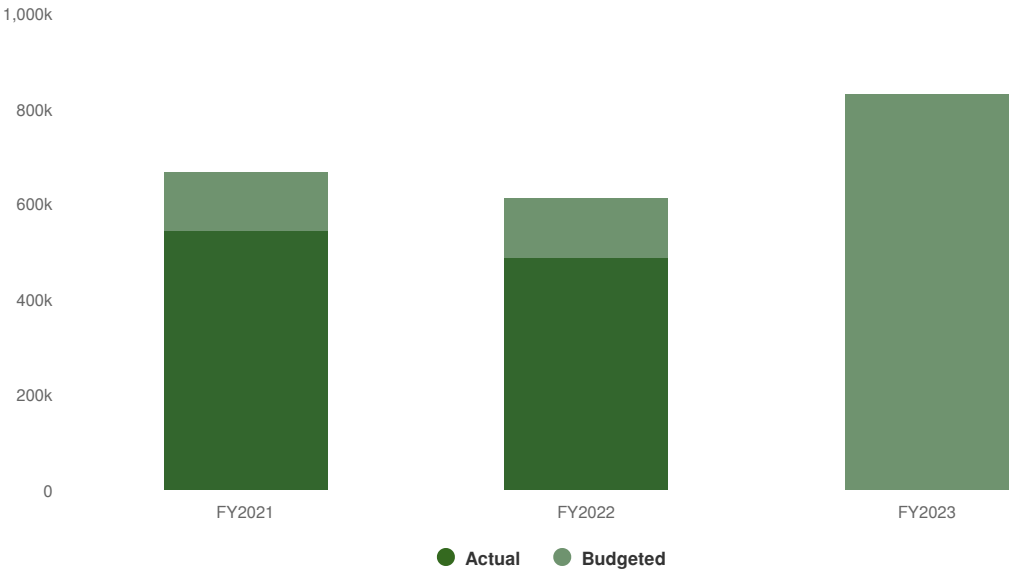
Conducts elections, oversee the collection of census data, and maintain a collection of public records including voter and resident lists, campaign finance records, and election results. The Elections Department conducts fair and orderly elections by distributing and administering nomination papers and petitions, certifying signatures, preparing ballots, administering early elections, staffing polling locations, maintaining voting machines, training wardens and clerks, tabulating votes, publishing the official results of all elections, and ensuring candidates' compliance with campaign finance laws and the Somerville Ethics Ordinance. The Department also administers the annual city census, which is mandated by the City Charter and the general laws of Massachusetts. Census information is used by the Election Department to ensure accurate voting lists and is used as a critical data source by many city agencies

Expenditures Summary

\$830,141

\$217,808
(35.57% vs. prior year)

Elections Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Conduct impartial and efficient elections	-Adhere to state laws and regulations along with the mandates of our city charter
Goal 2: Increase census return rate and voter turnout	-Conduct three census mailings. For FY23 We will increase the number of census mailings which should increase voter turnout.
Goal 3: Add additional 11 precincts to our current 21 voting locations. This is due to repricincting by the state.	-Locations and approvals to be determined.

Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1: Conduct impartial and efficient elections	-Adhere to state laws and regulations along with the mandates of our city charter	Complete
Goal 2: Increase census rate and voter turnout	-Conduct three census mailings. We expect that the census mailings will also increase voter registration and turnout	On Hold

Budget Details

Personal Services Changes

Personal Services are projected up 56% for FY23.

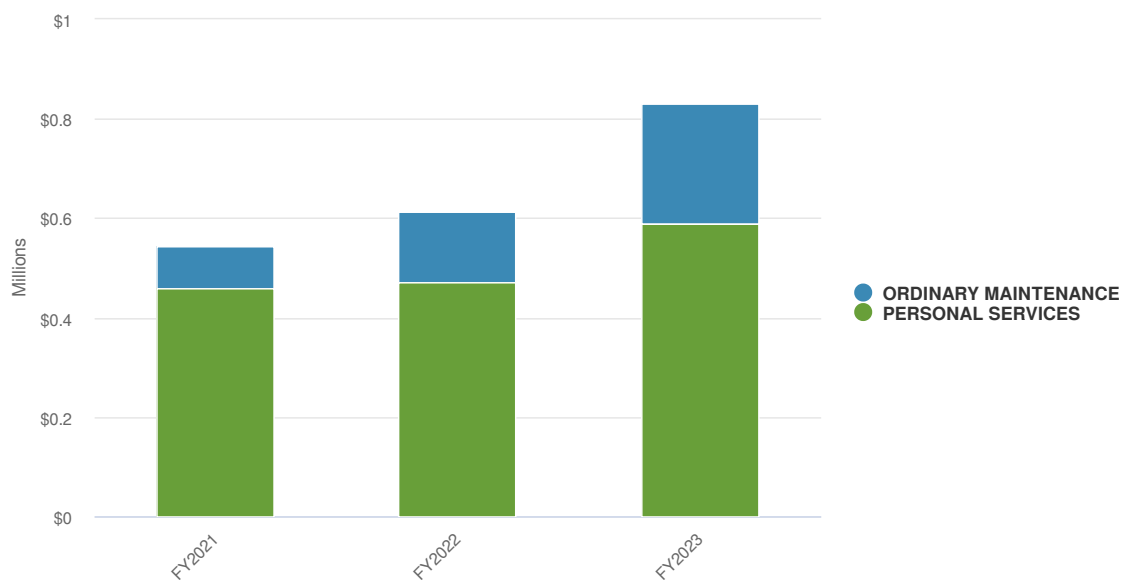
- FY23 includes an additional Principal Clerk position which will allow the office to respond to the increased demands of early and mail-in voting.
- The remaining increase is driven by a Temporary Wages increase to right-size for the election year.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected up 71% for FY23.

- This increase is driven by changes needed to support the election year.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$311,820	\$271,172	\$362,811	\$50,991
SALARIES - MONTHLY	\$11,448	\$9,540	\$11,448	\$0
SALARIES & WAGES TEMPORARY	\$128,183	\$100,507	\$187,269	\$59,086
OVERTIME	\$15,000	\$8,807	\$22,955	\$7,955
LONGEVITY	\$1,650	\$1,550	\$1,800	\$150
HOLIDAYS NON-UNION	\$767	\$766	\$200	-\$567
HOLIDAYS - S.M.E.A.	\$1,625	\$1,623	\$497	-\$1,128
UNIFORM ALLOWANCE	\$350	\$350	\$700	\$350
Total PERSONAL SERVICES:	\$470,843	\$394,315	\$587,680	\$116,837
ORDINARY MAINTENANCE				
R&M - SERVICE CONTRACTS	\$1,500	\$1,889	\$2,495	\$995
RENTAL - BUILDINGS	\$2,040	\$1,570	\$2,700	\$660
RENTAL-WATER COOLER	\$200	\$72	\$500	\$300
PROFESSIONAL & TECHNICAL SVC	\$29,050	\$30,526	\$128,566	\$99,516
ADVERTISING	\$6,500	\$2,655	\$6,500	\$0
POSTAGE	\$43,000	\$11,708	\$41,000	-\$2,000
OFFICE SUPPLIES	\$5,000	\$1,319	\$6,000	\$1,000
PRINTING & STATIONERY	\$21,750	\$25,498	\$21,750	\$0
OFFICE EQUIPMENT NOT CAPITALIZ	\$1,000	\$0	\$1,500	\$500
BOOKS & BOOKBINDING	\$500	\$0	\$500	\$0
FOOD SUPPLIES & REFRESHMT	\$1,750	\$1,486	\$1,750	\$0
IN STATE CONFERENCES	\$1,500	\$0	\$1,500	\$0
DUES AND MEMBERSHIPS	\$200	\$0	\$200	\$0
CENSUS	\$27,500	\$16,223	\$27,500	\$0
Total ORDINARY MAINTENANCE:	\$141,490	\$92,946	\$242,461	\$100,971
Total Expense Objects:	\$612,333	\$487,261	\$830,141	\$217,808

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Election Commission	2022-07-01	1	100%	\$3,816	\$3,816	
Senior Clerk	2022-07-01	1	100%	\$48,840	\$49,784	CLER4
Election Commission	2022-07-01	1	100%	\$3,816	\$3,816	
Chair of Elections	2022-07-01	1	100%	\$104,016	\$104,216	NU7
Deputy Election Commissioner	2022-07-01	1	100%	\$85,068	\$85,837	
Principal Clerk (New)	2022-08-01	1	100%	\$44,847	\$45,283	CLER3
Assist Election Commissioner	2022-07-01	1	100%	\$80,040	\$80,744	
Election Commission	2022-07-01	1	100%	\$3,816	\$3,816	



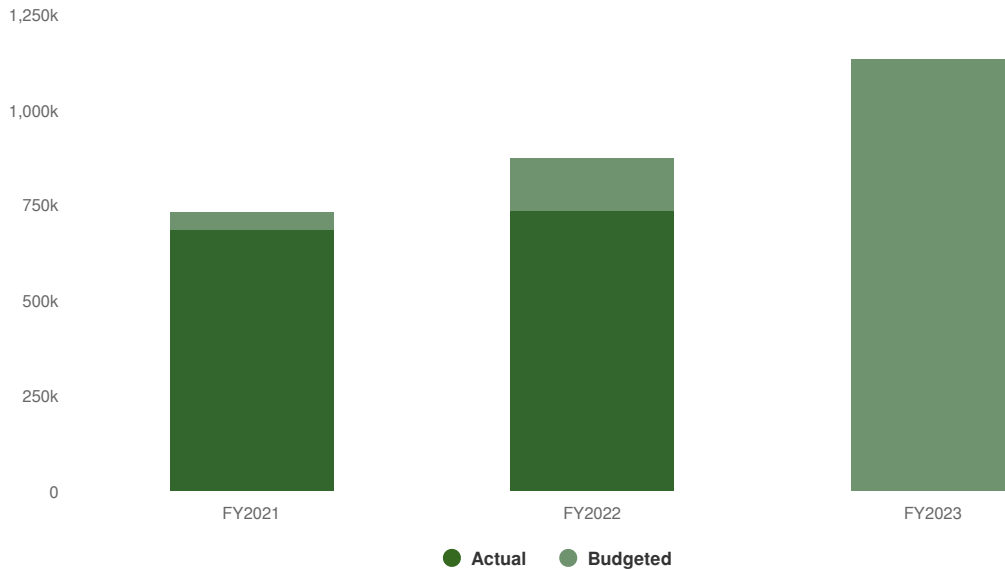
City Clerk

The City Clerk is responsible for recording, maintaining, and certifying municipal records, including resident vital statistics, business licenses, and legislative acts. The Clerk's Office provides technical assistance to individuals and businesses, and professional support to public officials. The City Clerk also provides professional and clerical support to the City Council and Licensing Commission, including meeting preparation, interdepartmental communication, license and permit processing, and document management. Additionally, the Archives Division facilitates compliance with records retention requirements for all City Departments by maintaining inactive records until the end of their retention period, and providing preservation and access to permanent records.

Expenditures Summary

\$1,133,153 **\$258,769**
(29.59% vs. prior year)

City Clerk Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.1: Provide consistent administrative support for municipal government, including City Council and the licensing commission	-Publish City Council agendas in compliance with the Open Meeting Law, and City Council minutes within 3 business days of the meeting
Goal 1.2: Provide consistent administrative support for municipal government, including City Council and the licensing commission	-Publish Licensing Commission agendas in compliance with the Open Meeting Law, and Licensing Commission minutes within 10 business days of the meeting
Goal 1.3: Provide consistent administrative support for municipal government, including City Council and the licensing commission	-Present licensing commission decisions on licenses (e.g. alcohol licenses) to the corresponding state agency within 5 business days
Goal 2.1: Provide accurate and courteous customer service	-Fulfill requests for vital records, business certificates, and dog licenses within 3 workdays of receipt, and issues business licenses within 5 workdays of final authorization
Goal 2.2: Provide accurate and courteous customer service	-Issue business licenses within 5 workdays of final authorization
Goal 3.1: Expand access to data and information	-Expand the Archives Division's collection of city records posted online and available to the public
Goal 3.2: Expand access to data and information	-Post online the City's complete election records from 1884 to 1978, a project funded by the Community Preservation Act
Goal 3.3: Expand access to data and information	-Work with a software vendor to update the Zoning Ordinances posted online to facilitate ease of use by the public

Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1.1: Provide consistent administrative support for municipal government, including City Council and the licensing commission	-Publish City Council agendas in compliance with the Open Meeting Law, and City Council minutes within 3 business days of the meeting	In Progress
Goal 1.2: Provide consistent administrative support for municipal government, including City Council and the licensing commission	-Successfully organize Councilors College for all newly-elected City Councilors	Complete
Goal 1.3: Provide consistent administrative support for municipal government, including City Council and the licensing commission	-Present licensing commission decisions on licenses (e.g. alcohol licenses) to the corresponding state agency within 5 business days	In Progress
Goal 2.1: Provide accurate, courteous, and easy customer service with respect to vital records, licenses, and other residential services	-City Clerk staff fulfills requests for vital records, business certificates, and dog licenses within 3 workdays of receipt, and issues business licenses within 5 workdays of final authorization	In Progress
Goal 2.2: Provide accurate, courteous, and easy customer service with respect to vital records, licenses, and other residential services	-Expand the Archives Division's collection of city records posted online and available to the public	In Progress
Goal 2.3: Provide accurate, courteous, and easy customer service with respect to vital records, licenses, and other residential services	-Post online the City's complete election records from 1884 to 1978, a project funded by the Community Preservation Act	Complete



Budget Details

Personal Services Changes

Personal Services are projected up 24% for FY23.

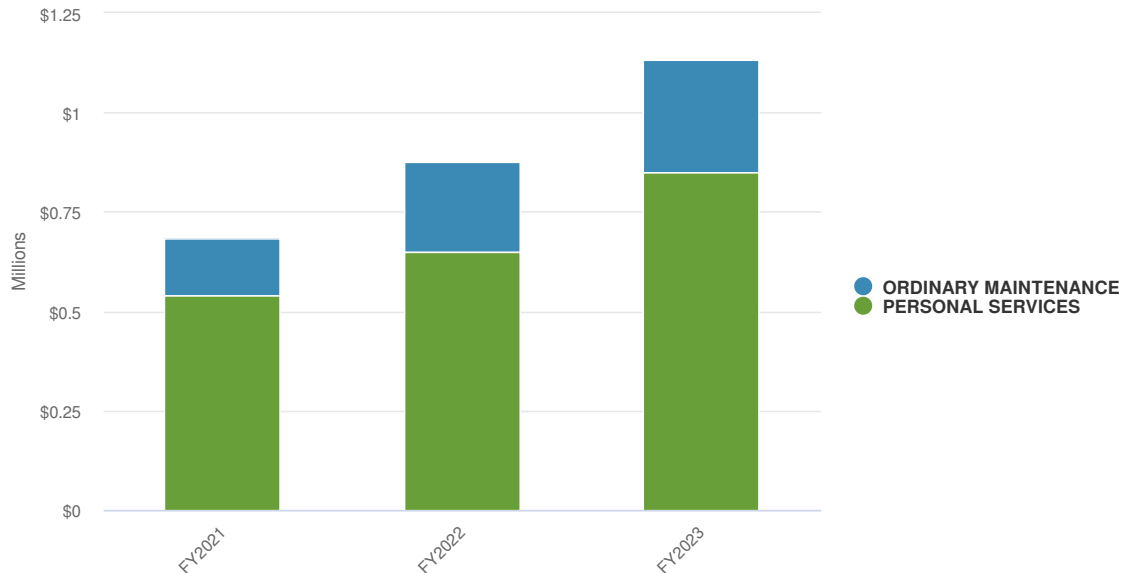
- Assistant Archivist added as a new position
- Legislative and Policy Analyst position transferred from City Council

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to be up 27% for FY23.

- Increase of 103% for R&M-Software due to:
 - Upgrade to new legislative management software
 - Implementation of new dog licensing software
 - Implementation of Zoning Ordinance software
- Increase of 22% for Rental-Storage Space for additional storage needs for archived materials
- Increase of 42% for Postage for mail-in voting for statewide elections
- Decrease of 59% for Books and Bookbinding due to efforts to make the Code of Ordinances and Zoning Ordinances more accessible online

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$612,504	\$568,724	\$808,236	\$195,732
SALARIES & WAGES TEMPORARY	\$23,850	\$31,359	\$30,000	\$6,150
OVERTIME	\$2,854	\$2,532	\$2,854	\$0
LONGEVITY	\$5,400	\$5,400	\$4,875	-\$525
HOLIDAYS NON-UNION	\$2,090	\$2,177	\$977	-\$1,113
HOLIDAYS - S.M.E.A.	\$2,609	\$2,605	\$648	-\$1,961
PERFECT ATTENDANCE	\$0	\$300	\$0	\$0
UNIFORM ALLOWANCE	\$2,100	\$2,100	\$2,100	\$0
Total PERSONAL SERVICES:	\$651,407	\$615,196	\$849,690	\$198,283



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
ORDINARY MAINTENANCE				
R&M - OFFICE EQUIPMENT	\$900	\$671	\$1,100	\$200
R&M - SOFTWARE	\$58,220	\$42,512	\$117,900	\$59,680
R&M - SERVICE CONTRACTS	\$3,400	\$1,132	\$3,400	\$0
RENTAL - STORAGE SPACE	\$25,026	\$13,041	\$28,068	\$3,042
POSTAGE MACHINE RENTAL	\$9,320	\$6,818	\$9,320	\$0
RENTAL-WATER COOLER	\$240	\$236	\$300	\$60
PROFESSIONAL & TECHNICAL SVC	\$750	\$2,224	\$1,250	\$500
ADVERTISING	\$1,170	\$135	\$1,800	\$630
POSTAGE	\$60,046	\$30,000	\$75,000	\$14,954
OFFICE SUPPLIES	\$10,000	\$5,393	\$10,500	\$500
PRINTING & STATIONERY	\$3,400	\$2,094	\$3,550	\$150
OFFICE EQUIPMENT NOT CAPITALIZ	\$3,000	\$10,702	\$3,500	\$500
BOOKS & BOOKBINDING	\$39,525	\$3,379	\$16,125	-\$23,400
BADGES, EMBLEMS, TROPHIES, MEDALL	\$4,000	\$0	\$4,000	\$0
IN STATE CONFERENCES	\$2,050	\$105	\$2,050	\$0
DUES AND MEMBERSHIPS	\$750	\$820	\$1,750	\$1,000
INSURANCE PREMIUMS	\$700	\$454	\$1,250	\$550
CREDIT CARD CONVENIENCE FEE	\$480	\$494	\$600	\$120
EMPLOYEE TRAINING COURSES		\$0	\$2,000	\$2,000
Total ORDINARY MAINTENANCE:	\$222,977	\$120,209	\$283,463	\$60,486
Total Expense Objects:	\$874,384	\$735,406	\$1,133,153	\$258,769

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Assistant Archivist (New)	2022-10-01	1	100%	\$40,752	\$40,831	NU12
Head Clerk	2022-07-01	1	100%	\$57,588	\$58,549	CLER1
Principal Clerk	2022-07-01	1	100%	\$50,400	\$50,847	CLER3
City Clerk	2022-07-01	1	100%	\$131,976	\$132,229	NU4
Principal Clerk	2022-07-01	1	100%	\$49,404	\$49,849	CLER3
Administrative Assistant SMEA B	2022-07-01	1	100%	\$64,596	\$66,970	ADMN2A
Principal Clerk	2022-07-01	1	100%	\$50,400	\$51,347	CLER3
Assistant City Clerk	2022-07-01	1	100%	\$88,668	\$88,838	NU8
Legislative & Policy Analyst	2022-07-01	1	100%	\$94,212	\$94,393	NU7
Archivist	2022-07-01	1	100%	\$74,892	\$75,036	NU11
Administrative Assistant SMEA B	2022-07-01	1	100%	\$64,596	\$67,045	ADMN2A



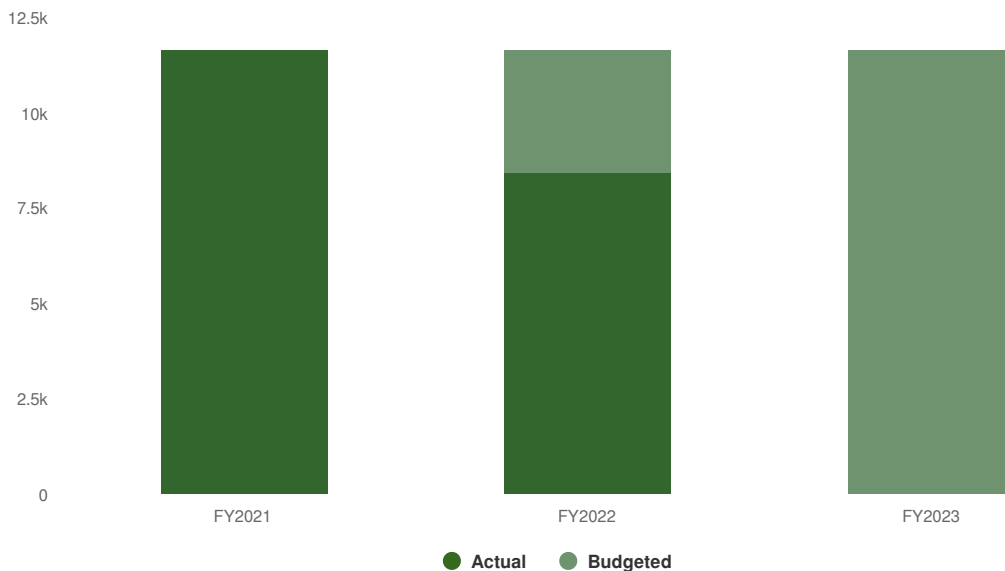
Licensing Commission

The Licensing Commission is responsible for issuing various types of licenses, including alcohol, common victualer, innholder, entertainment licenses, and outdoor seating. The Commission determines the amount of license fees and the hours of operation in accordance with local and state laws. Additionally, the Commission acts on complaints received from public safety officials, elected officials and the general public relative to alleged violations of its rules and regulations, Massachusetts General Laws and/or local ordinances by food, liquor, or entertainment establishments in the city. Complaints are investigated, and if warranted, a hearing is held. If an establishment is found in violation, sanctions are levied against the establishment that may include a license modification, suspension, revocation, or reduction in hours.

Expenditures Summary

\$11,628 **\$0**
(0.00% vs. prior year)

Licensing Commission Proposed and Historical Budget vs. Actual



Budget Details

Personal Services Changes

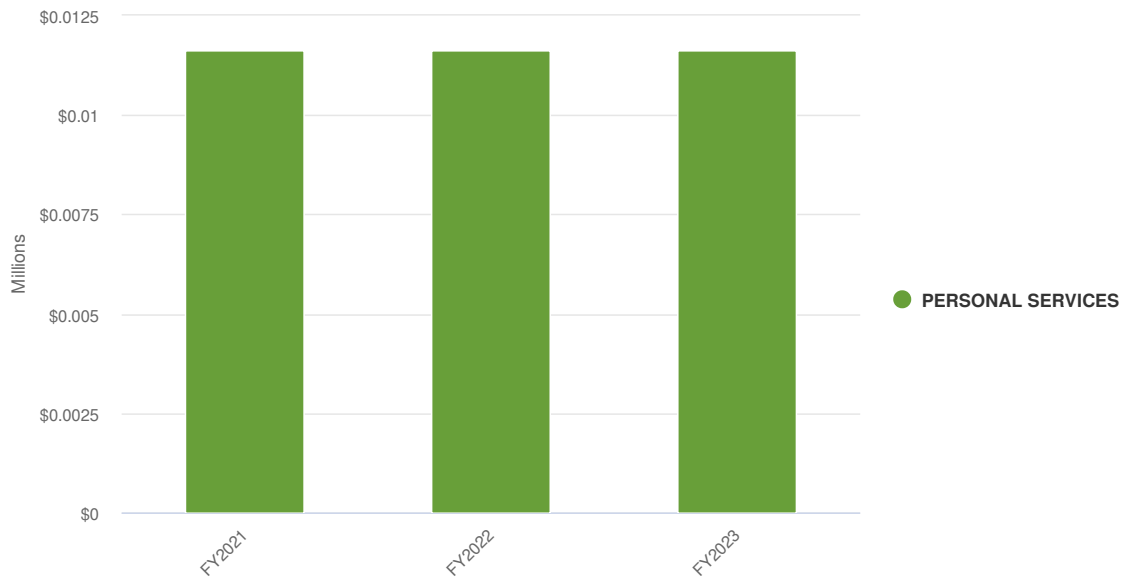
Personal Services are projected to be unchanged for FY23.

Ordinary Maintenance Changes

Ordinary Maintenance costs are supported by the City Clerk's budget.



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES - MONTHLY	\$11,628	\$8,418	\$11,628	\$0
Total PERSONAL SERVICES:	\$11,628	\$8,418	\$11,628	\$0
Total Expense Objects:	\$11,628	\$8,418	\$11,628	\$0

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Commissioner	2022-07-01	1	100%	\$3,816	\$3,816	
Commissioner	2022-07-01	1	100%	\$3,816	\$3,816	
Chair	2022-07-01	1	100%	\$3,996	\$3,996	



Law

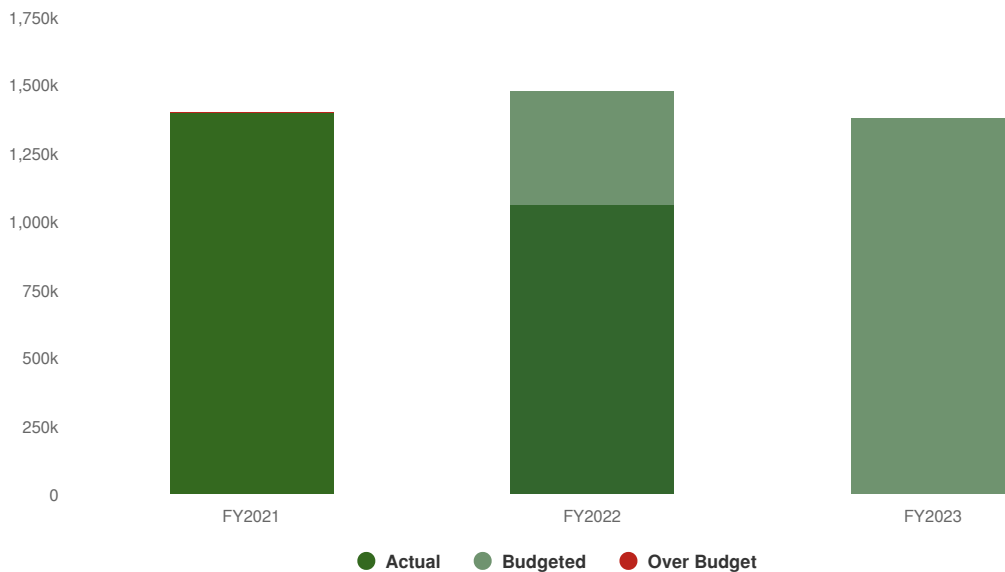
Law Department City Solicitor's Office

The Law Department provides high-quality, cost-effective legal services to the Mayor, City Council, Department Heads, Boards, Commissions, and other municipal employees. The Law Department strives to successfully prosecute and defend actions before state and federal courts and administrative agencies, provide well-reasoned, timely legal opinions, draft legislation, draft and review contracts, advocate for the City in matters before the state legislature, and facilitate the lawful implementation of programs, technologies, and best practices.

Expenditures Summary

\$1,381,385 **-\$99,204**
(-6.70% vs. prior year)

Law Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Address ongoing GLX Construction matters to facilitate the opening of Green Line and the Community Path	-Maintain ongoing progress so as to avoid delays in openings
Goal 2: Effectuate labor/workplace-related police reform in conjunction with the Racial & Social Justice Director	-Anticipate labor, employment and workplace issues to allow for timely implementation
Goal 3: Provide a legal avenue to open a Safe Consumption Site	-Prepare to address legal issues necessary to satisfy federal and/or state court



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1: Address ongoing GLX Construction matters to facilitate the opening of Green Line and the Community Path	Maintain ongoing progress so as to avoid delays in openings	In Progress
Goal 2: Effectuate labor/workplace-related police reform in conjunction with the Racial & Social Justice Director	-Anticipate labor, employment and workplace issues to allow for timely implementation	In Progress
Goal 3: Provide a legal avenue to open a Safe Consumption Site	-Prepare to address legal issues necessary to satisfy federal and/or state court	In Progress

Budget Details

Personal Services Changes

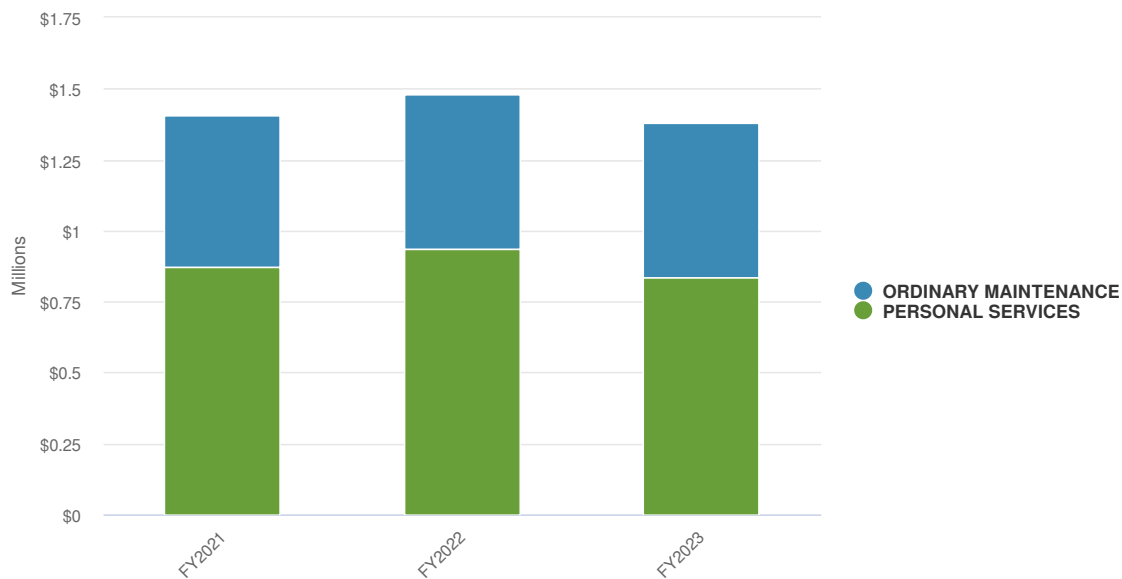
Personal Services are projected down 10% for FY23.

- Primary drivers of this change are due to significant staff turnover in this department.

Ordinary Maintenance Changes

Ordinary Maintenance costs are unchanged for FY23.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$897,575	\$731,753	\$805,494	-\$92,081
SALARIES - MONTHLY	\$11,704	\$9,753	\$11,704	\$0
SALARIES & WAGES TEMPORARY	\$18,000	\$14,146	\$18,000	\$0
HOLIDAYS NON-UNION	\$7,098	\$6,611	\$1,662	-\$5,436
OTHER LUMP SUM PAYMENTS	\$1,687	\$0	\$0	-\$1,687
Total PERSONAL SERVICES:	\$936,064	\$762,262	\$836,860	-\$99,204
ORDINARY MAINTENANCE				



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
R&M - SERVICE CONTRACTS	\$700	\$336	\$700	\$0
RENTAL-WATER COOLER	\$300	\$131	\$300	\$0
PROFESSIONAL & TECHNICAL SVC	\$14,800	\$793	\$14,800	\$0
LEGAL SERVICES	\$500,000	\$281,396	\$500,000	\$0
POSTAGE	\$100	\$0	\$100	\$0
OFFICE SUPPLIES	\$2,300	\$286	\$2,300	\$0
PRINTING & STATIONERY	\$400	\$63	\$400	\$0
PHOTOCOPYING	\$50	\$0	\$50	\$0
OFFICE EQUIPMENT NOT CAPITALIZ	\$250	\$0	\$250	\$0
BOOKS & BOOKBINDING	\$5,375	\$2,487	\$5,375	\$0
ONLINE SUBSCRIPTION	\$12,000	\$9,685	\$12,000	\$0
MAGAZINES/SUBSCRIPTS/PUB	\$500	\$429	\$500	\$0
IN STATE TRAVEL	\$1,500	\$0	\$1,500	\$0
IN STATE CONFERENCES	\$750	\$685	\$750	\$0
DUES AND MEMBERSHIPS	\$4,000	\$2,100	\$4,000	\$0
RECORDINGS	\$1,500	\$636	\$1,500	\$0
Total ORDINARY MAINTENANCE:	\$544,525	\$299,027	\$544,525	\$0
Total Expense Objects:	\$1,480,589	\$1,061,289	\$1,381,385	-\$99,204

Personnel Listing

Position Name	Start Date	FTE	Allocation FY23 Base		FY23 Total	
			%	Salary	Compensation	Grade
Assistant City Solicitor	2022-08-01	1	25%	\$24,901	\$24,949	NU5
City Solicitor	2022-08-01	1	100%	\$139,447	\$139,715	NU1
Chief Labor Counsel	2022-08-01	1	100%	\$109,571	\$109,781	NU4
Assistant City Solicitor	2022-07-01	1	100%	\$122,376	\$122,611	NU5
Deputy City Solicitor	2022-07-01	1	100%	\$134,616	\$134,874	NU4
Assistant City Solicitor	2022-08-01	1	100%	\$99,605	\$99,796	NU5
Paralegal / Legal Assistant (Temp FT/PT)	2022-07-01	1	100%	\$58,188	\$58,317	NU11
Assistant Director of Housing & Housing Counsel	2022-07-01	1	20%	\$22,169	\$22,198	NU5
Municipal Hearing Officer	2022-07-01	1	100%	\$11,703	\$11,703	
Legal Administrative Assistant	2022-07-01	1	100%	\$77,916	\$78,066	NU11
ISD Paralegal	2022-07-01	1	100%	\$74,892	\$75,036	NU11



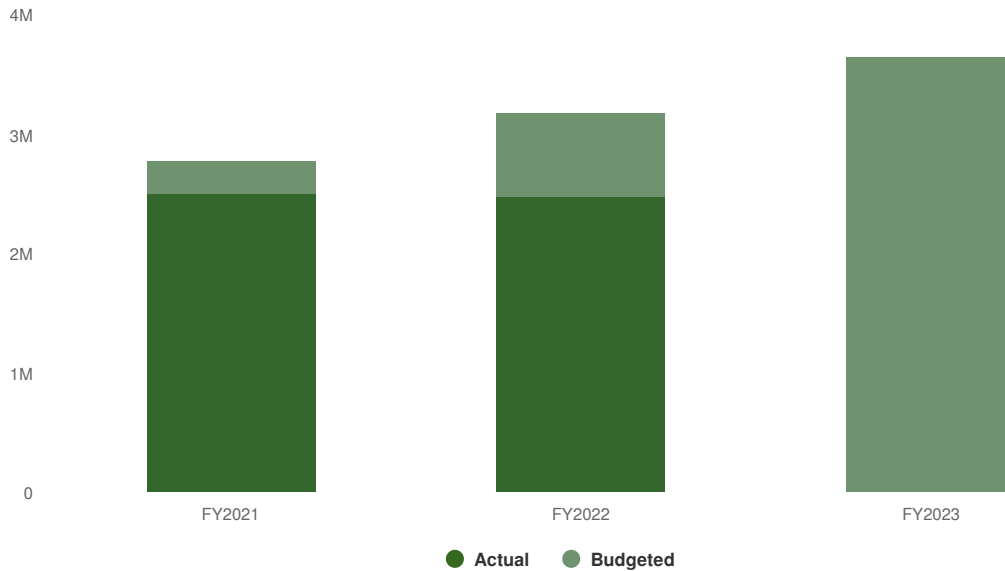
Inspectional Services

To ensure the safety of residents, community members, and workers by enforcing all laws and regulations pertaining to building construction, health and safety. ISD provides residents and community members with consistent information and education to navigate the permitting process to comply with local and state ordinances; provide local, state and federal code enforcement; emergency services and support to improve the health and safety in the City of Somerville.

Expenditures Summary

\$3,650,794 **\$465,025**
(14.60% vs. prior year)

Inspectional Services Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.1: Continue to develop efficiencies in the permit application process	Create a Liaison position for the department. This position will help coordinate permit requirements between applicants and departments.
Goal 1.2: Continue to develop efficiencies in the permit application process	Continue to work with other departments to put most permit applications and reviews into CitizenServe for ease of access and consistency
Goal 1.3: Continue to develop efficiencies in the permit application process	Create Operations Manager position for the department. This position will coordinate the admin team to create consistency with received documents and is responsible for the scheduling of inspections, trainings, pto, etc.
Goal 2.1: Expand the City's residential property rodent control program	The position of Sr. CEO (Rodent Control) was created in April along with the transfer of the EHC from HHS. We will be expanding the use of the SMART boxes and incorporate additional mitigation techniques using the data provided.
Goal 2.2: Expand the City's residential property rodent control program	Use the data provided by the SMART system to target areas for increased enforcement and to continue residential baiting and education through the program
Goal 3.1: Increase the efficiency of the zoning review workflow	Work with Planning to complete application processes in CitizenServe for more consistency and efficiency through the permitting process.
Goal 3.2: Increase the efficiency of the zoning review workflow	Removal of CZC requirement from the SZO will reduce task load by 1/3.
Goal 4: Begin development of a City construction safety program to provide policies and guidelines for contractors and developers to comply with the City's Safety Ordinance	An initial library of job hazard analyses has been started for basic projects (roofing, siding, etc.) In FY23 the Inspectors will be trained on cranes, fall protection and scaffolding to be able to review project documents and field installation.



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1.1: Continue to develop efficiencies in the permit application process	-Track time to approval for applications	In Progress
Goal 1.2: Continue to develop efficiencies in the permit application process	-Track volume of applications	In Progress
Goal 2.1: Expand the City's residential property rodent control program	-Collaborate with the Environmental Health Coordinator to create and distribute educational materials pertaining to the program and other rodent control best practices	Complete
Goal 2.2: Expand the City's residential property rodent control program	-Determine efficiency improvements to increase the number of participating properties to at least 1,000 properties per year	Complete
Goal 3.1: Increase the efficiency of the zoning review workflow	-Create and onboard the new position of Senior Zoning Review Planner to act as the point of contact for items requiring zoning review	Complete
Goal 3.2: Increase the efficiency of the zoning review workflow	-Decrease the average time for zoning review completion	In Progress
Goal 4: Begin development of a City construction safety program to provide policies and guidelines for contractors and developers to comply with the City's Safety Ordinance	-Develop a phased implementation plan of short range and long range goals, as well as the necessary documents and materials to implement each phase	In Progress

Budget Details

Personal Services Changes

Personal Services are projected to be up 13% for FY23.

- The transfer of the Environmental Health Coordinator from HHS.
- The addition of the Sr. Rodent Control Officer in the Health Division.
- Three new positions are proposed for FY23:
 - One additional Electrical Inspector,
 - An Operations Manager,
 - An ISD Liaison.

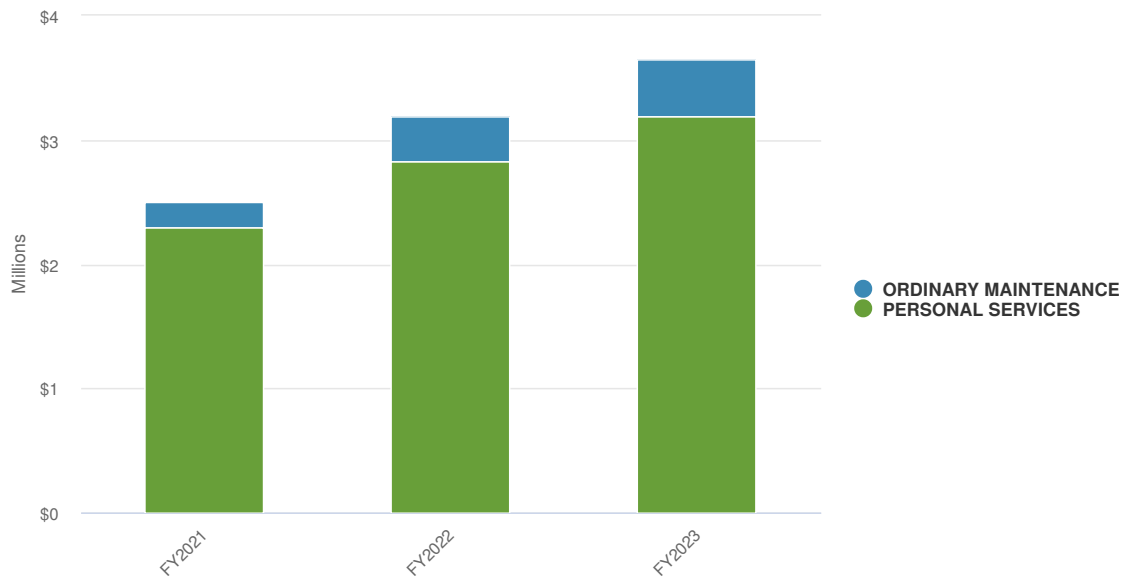
Ordinary Maintenance Changes

Ordinary Maintenance costs are projected up 28% for FY23.

- To account for the additional resources for new positions.
- a \$60,000 increase in the Extermination line to increase the rollout of the City's SMART rodent program.



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$2,606,082	\$1,957,996	\$2,966,037	\$359,955
OVERTIME	\$82,400	\$127,370	\$85,500	\$3,100
SHIFT DIFFERENTIALS	\$0	\$242		\$0
LONGEVITY	\$21,100	\$19,450	\$17,075	-\$4,025
OUT OF GRADE	\$9,548	\$19,388	\$15,000	\$5,452
OTHER DIFFERENTIALS	\$64,805	\$58,395	\$73,084	\$8,279
HOLIDAYS NON-UNION	\$4,664	\$2,335	\$1,546	-\$3,118
HOLIDAYS - S.M.E.A.	\$15,652	\$14,284	\$4,134	-\$11,518
PERFECT ATTENDANCE	\$0	\$4,000	\$0	\$0
UNIFORM ALLOWANCE	\$8,400	\$7,350	\$9,450	\$1,050
OTHER LUMP SUM PAYMENTS	\$4,000	\$4,000	\$2,000	-\$2,000
AUTO ALLOWANCE	\$11,100	\$9,491	\$17,150	\$6,050
Total PERSONAL SERVICES:	\$2,827,751	\$2,224,302	\$3,190,976	\$363,225
ORDINARY MAINTENANCE				
R&M - TOOLS & EQUIPMENT	\$1,000	\$0	\$1,000	\$0
R&M - SERVICE CONTRACTS	\$1,000	\$2,022	\$2,000	\$1,000
POSTAGE MACHINE RENTAL	\$2,018	\$699	\$2,018	\$0
RENTAL-WATER COOLER	\$300	\$42	\$300	\$0
DEMOLITION SERVICES	\$5,000	\$0	\$7,500	\$2,500
PROFESSIONAL & TECHNICAL SVC	\$150,000	\$147,472	\$150,000	\$0
STAFF DEVELOPMENT	\$15,000	\$2,405	\$15,000	\$0
SOFTWARE SERVICES	\$31,000	\$0	\$31,000	\$0



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
POSTAGE	\$12,000	\$12,000	\$20,000	\$8,000
EXTERMINATION	\$100,000	\$69,707	\$160,000	\$60,000
OFFICE SUPPLIES	\$5,500	\$3,349	\$8,000	\$2,500
PRINTING & STATIONERY	\$3,000	\$1,474	\$18,000	\$15,000
OFFICE EQUIPMENT NOT CAPITALIZ	\$1,000	\$0	\$1,000	\$0
OFFICE FURNITURE NOT CAPITALIZ	\$7,000	\$0	\$7,000	\$0
COMPUTER EQUIPMENT NOT CAPITAL	\$3,000	\$0	\$3,000	\$0
BOOKS & BOOKBINDING	\$10,000	\$5,452	\$15,000	\$5,000
HARDWARE & SMALL TOOLS	\$1,500	\$390	\$1,500	\$0
UNIFORMS	\$1,000	\$4,848	\$6,000	\$5,000
INSPECTION SVC SUPPLIES	\$2,000	\$0	\$3,000	\$1,000
IN STATE TRAVEL	\$2,000	\$333	\$2,500	\$500
OUT OF STATE TRAVEL	\$2,000	\$0	\$2,000	\$0
DUES AND MEMBERSHIPS	\$2,000	\$1,676	\$3,000	\$1,000
CREDIT CARD CONVENIENCE FEE	\$0	\$168		\$0
REIMB OF LICENSES	\$700	\$0	\$1,000	\$300
Total ORDINARY MAINTENANCE:	\$358,018	\$252,037	\$459,818	\$101,800
Total Expense Objects:	\$3,185,769	\$2,476,339	\$3,650,794	\$465,025



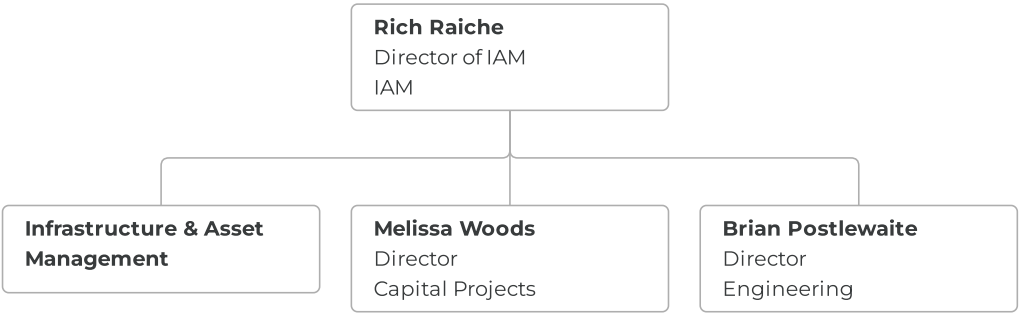
Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Inspectional Coordinator	2022-07-01	1	100%	\$65,880	\$66,507	C
Senior Clerk	2022-07-01	1	100%	\$46,008	\$46,947	CLER4
Zoning Review Planner	2022-07-01	1	100%	\$84,792	\$84,955	NU9
Superintendent of ISD	2022-07-01	1	100%	\$155,172	\$155,470	NU1
Chief Plumbing & Gas Inspector	2022-07-01	1	100%	\$96,228	\$101,500	O
Code Enforcement Inspector	2022-07-01	1	100%	\$63,852	\$67,321	BOH2
ISD Liaison (New)	2022-10-01	1	100%	\$61,128	\$61,246	NU9
ISD Admin Assistant	2022-07-01	1	100%	\$66,840	\$68,669	D
Building Inspector	2022-07-01	1	100%	\$81,672	\$87,558	INSP4
Wire Inspector	2022-07-01	1	100%	\$77,532	\$81,552	INSP2
Sealer	2022-08-01	1	100%	\$80,784	\$84,665	IO
Safety Inspector	2022-07-01	1	100%	\$70,236	\$73,951	INSP1A
Operations Manager (New)	2022-10-01	1	100%	\$65,196	\$65,321	NU8
Building Inspector	2022-07-01	1	100%	\$81,672	\$87,408	INSP4
Building Inspector	2022-07-01	1	100%	\$81,672	\$85,858	INSP4
Sr Code Enforcement Inspector	2022-07-01	1	100%	\$71,652	\$76,285	INSP1A
Wire Inspector	2022-07-01	1	100%	\$77,532	\$82,052	INSP2
Zoning Review Planner	2022-07-01	1	100%	\$81,504	\$81,661	NU9
Wire Inspector (New)	2022-10-01	1	100%	\$56,439	\$60,331	INSP2
Building Inspector	2022-07-01	1	100%	\$81,672	\$85,858	INSP4
Chief Code Enforcement Inspector	2022-07-01	1	100%	\$84,228	\$90,267	7
Sr Code Enforcement Inspector	2022-07-01	1	100%	\$70,944	\$74,698	INSP1A
Environment Health Coordinator	2022-07-01	1	100%	\$73,488	\$73,629	NU10
Senior Clerk	2022-07-01	1	100%	\$45,096	\$45,533	CLER4
Administrative Assistant SMEA B	2022-07-01	1	100%	\$64,596	\$69,045	ADMN2A
Building Inspector	2022-07-01	1	100%	\$81,672	\$86,458	INSP4
Deputy Sealer	2022-07-01	1	100%	\$76,008	\$80,566	INSP2
Building Inspector	2022-07-01	1	100%	\$81,672	\$86,458	INSP4
Sr Code Enforcement Inspector	2022-07-01	1	100%	\$70,944	\$74,698	INSP1A
Plumbing & Gas Fitting Inspector	2022-07-01	1	100%	\$77,532	\$81,552	INSP2
Deputy Director	2022-08-01	1	100%	\$99,605	\$99,796	NU5
Director of Administration & Finance	2022-08-01	1	100%	\$89,650	\$89,822	NU6
Code Enforcement Inspector	2022-07-01	1	100%	\$63,216	\$66,650	BOH2
Senior Zoning Review Planner	2022-07-01	1	100%	\$94,212	\$94,393	NU7
Chief Wire & Electrical Inspector	2022-07-01	1	100%	\$99,144	\$105,932	O
Building Inspector	2022-07-01	1	100%	\$81,672	\$87,758	INSP4
Safety Inspector	2022-07-01	1	100%	\$70,944	\$74,698	INSP1A
Sr Building Inspector	2022-08-01	1	100%	\$93,951	\$99,008	13



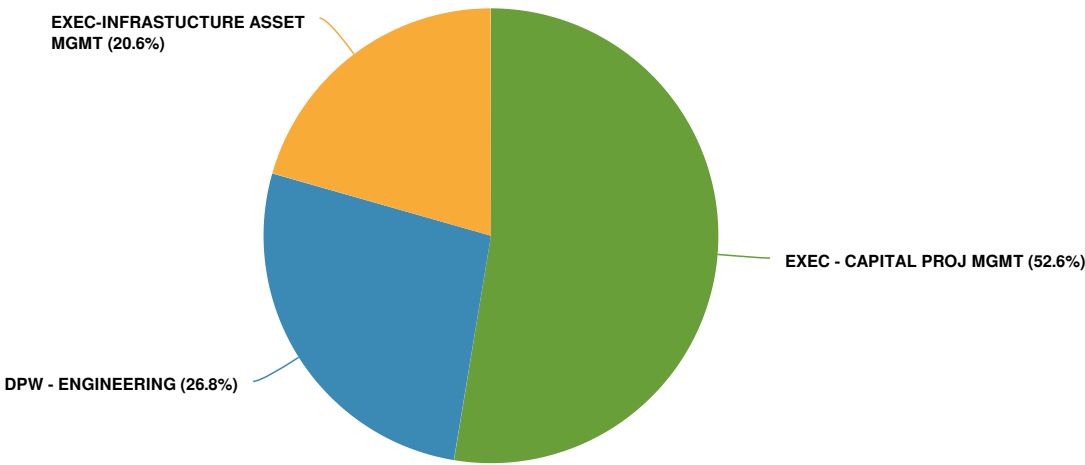
Infrastructure & Asset Management

Infrastructure & Asset Management Organizational Chart

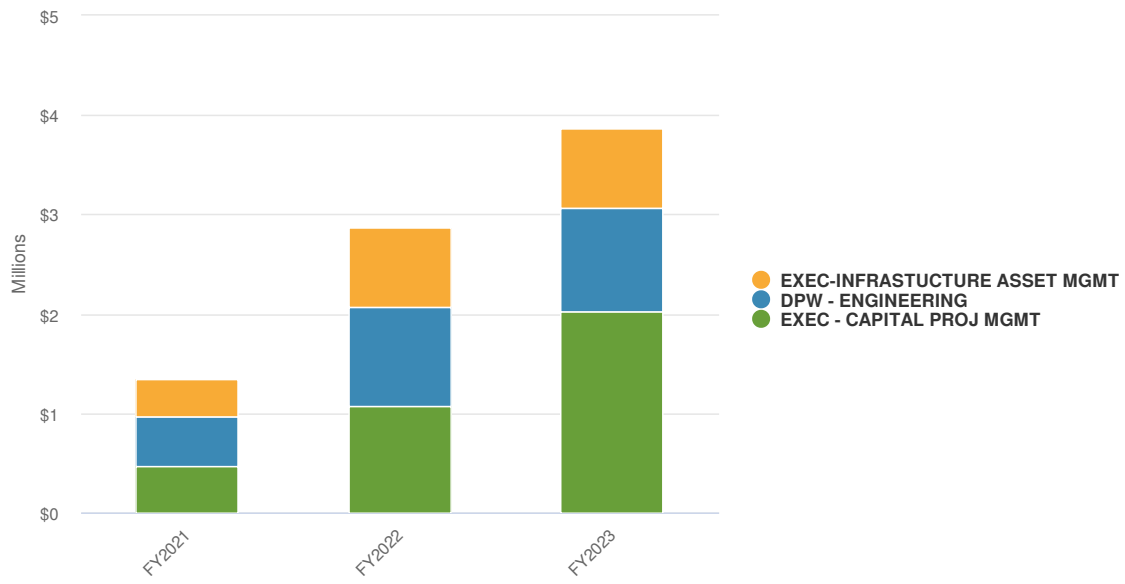


Expenditures by Division

Budgeted Expenditures by Division



Budgeted and Historical Expenditures by Function



Infrastructure & Asset Management

The Department of Infrastructure and Asset Management was established at the start of Fiscal Year 2020. IAM endeavors to develop and implement a comprehensive plan to effectively maintain, modernize and replace Somerville's full range of horizontal and vertical infrastructure assets

Expenditures Summary

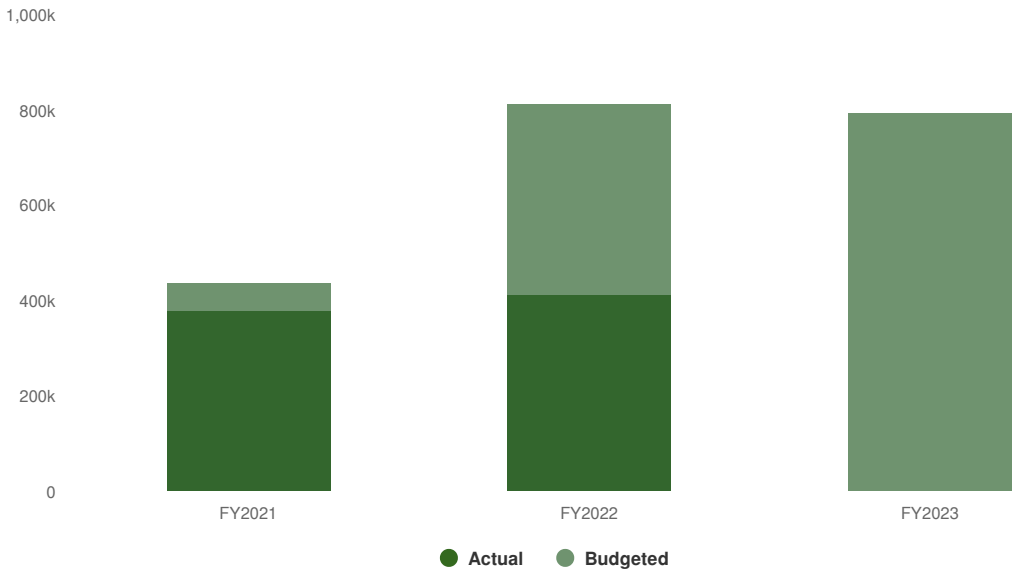
Infrastructure & Asset Management's budget is generally organized such that professional services are managed by the Capital Projects and the Engineering Divisions, and that general administrative expenses are managed at the IAM level. For Fiscal 2023, those administrative expenses are essentially level funded. Budget for leasing space has been cut for FY23, and budget to support the Asset Management Program has increased for FY23.

\$793,904

- \$18,297

(-2.25% vs. prior year)

IAM Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.1: Develop a computer-based system for asset management and capital planning that enables IAM to prioritize capital expenditures and maintenance activities using a transparent, data-driven decision making framework	-Create a road map for achieving necessary milestones, which include: digitizing record information, standardizing asset data, completing condition assessments, integrating the City's customer engagement 311 system, developing a work order management system that both provides field crews with asset data and captures the repairs completed into the asset database, and deploying mobile devices to the operational division crews
Goal 1.2: Develop a computer-based system for asset management and capital planning that enables IAM to prioritize capital expenditures and maintenance activities using a transparent, data-driven decision making framework	-Collection and centralization of all existing asset data and operational procedures employed by Water & Sewer and DPW
Goal 1.3: Develop a computer-based system for asset management and capital planning that enables IAM to prioritize capital expenditures and maintenance activities using a transparent, data-driven decision making framework	-Completion of a gap analysis to determine additional data needs and operational best practices
Goal 1.4: Develop a computer-based system for asset management and capital planning that enables IAM to prioritize capital expenditures and maintenance activities using a transparent, data-driven decision making framework	-Development of a framework for both project prioritization and work order management

Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1.1: Develop a computer-based system for asset management and capital planning that enables IAM to prioritize capital expenditures and maintenance activities using a transparent, data-driven decision making framework	-Create a road map for achieving necessary milestones, which include: digitizing record information, standardizing asset data, completing condition assessments, integrating the City's customer engagement 311 system, developing a work order management system that both provides field crews with asset data and captures the repairs completed into the asset database, and deploying mobile devices to the operational division crews	Complete
Goal 1.2: Develop a computer-based system for asset management and capital planning that enables IAM to prioritize capital expenditures and maintenance activities using a transparent, data-driven decision making framework	-Collection and centralization of all existing asset data and operational procedures employed by Water & Sewer and DPW	In Progress
Goal 1.3: Develop a computer-based system for asset management and capital planning that enables IAM to prioritize capital expenditures and maintenance activities using a transparent, data-driven decision making framework	-Completion of a gap analysis to determine additional data needs and operational best practices	In Progress
Goal 1.4: Develop a computer-based system for asset management and capital planning that enables IAM to prioritize capital expenditures and maintenance activities using a transparent, data-driven decision making framework	-Development of a framework for both project prioritization and work order management	In Progress



Budget Details

Personal Services Changes

Personal Services are projected up 7% for FY23.

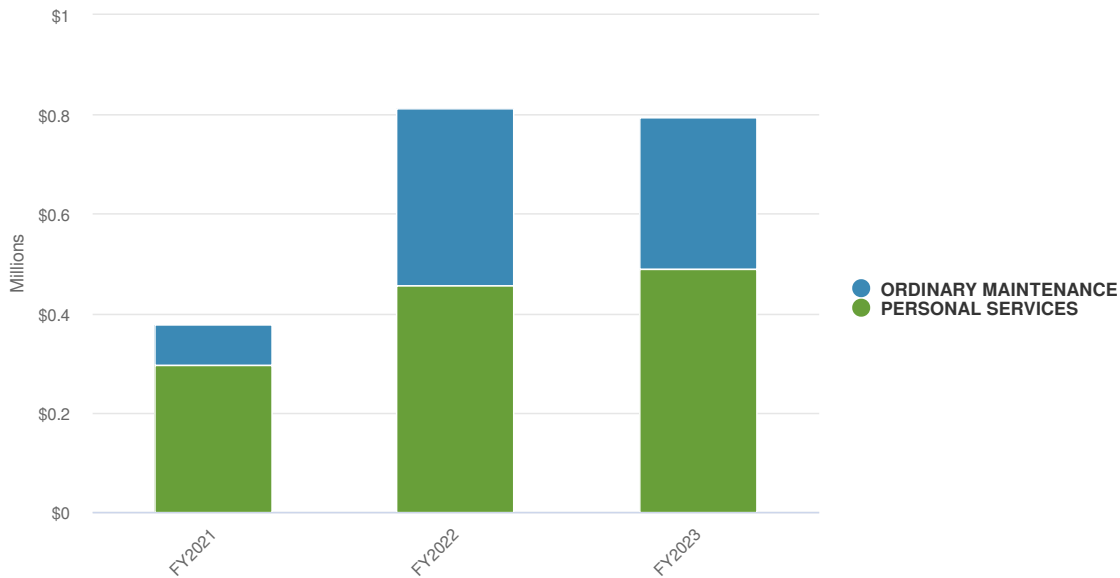
- Annual salary adjustments and full-year funding only, no new positions or changes.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected down 14% for FY23.

- \$200,000 real estate rental for laydown area cut from budget. In FY2022, IAM prepared and RPF to rent land to be shared by IAM, DPW and Water & Sewer for materials storage and logistics related to construction projects and general DPW/W&S operations. Despite our best efforts to generate interest, we received no proposals. This continues to be a dire operational need for IAM, DPW and W&S, particularly as City-owned land at Poplar Street and 90 Washington will become unavailable for that use. However, we cannot defend keeping this budget line for FY2023, given that we have no prospects to spend the line.
- \$150,000 in Professional Technical Services is added to the budget to fund the next phase of the Asset Management Program to fill data gaps and establish the foundation for the program.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$453,477	\$357,182	\$487,841	\$34,364
HOLIDAYS NON-UNION	\$3,162	\$2,426	\$825	-\$2,337
HOLIDAYS - S.M.E.A.	\$437	\$446	\$113	-\$324
UNIFORM ALLOWANCE	\$350	\$350	\$350	\$0
Total PERSONAL SERVICES:	\$457,426	\$360,403	\$489,129	\$31,703
ORDINARY MAINTENANCE				
CABLING NON CAPITAL	\$2,000	\$2,730	\$2,000	\$0
LEASE - PHOTOCOPIER EQUIPMENT	\$1,200	\$504	\$1,200	\$0



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
RENTAL-WATER COOLER	\$400	\$32	\$400	\$0
RENTAL OF LAND SPACE	\$200,000	\$0	\$0	-\$200,000
PROFESSIONAL & TECHNICAL SVC	\$0	\$0	\$150,000	\$150,000
EMPLOYEE TRAINING COURSES	\$9,000	\$3,425	\$9,000	\$0
POLICE DETAIL	\$2,500	\$0	\$2,500	\$0
SOFTWARE SERVICES	\$75,000	\$29,032	\$75,000	\$0
FEE	\$1,000	\$2,000	\$1,000	\$0
MOVING SERVICES	\$2,000	\$0	\$2,000	\$0
OFFICE SUPPLIES	\$4,500	\$2,039	\$4,500	\$0
PRINTING & STATIONERY	\$1,475	\$675	\$1,475	\$0
OFFICE EQUIPMENT NOT CAPITALIZ	\$4,000	\$0	\$4,000	\$0
OFFICE FURNITURE NOT CAPITALIZ	\$17,500	\$0	\$17,500	\$0
COMPUTER EQUIPMENT NOT CAPITAL	\$6,000	\$2,530	\$6,000	\$0
HARDWARE & SMALL TOOLS	\$500	\$364	\$500	\$0
SIGNS AND CONES	\$2,500	\$0	\$2,500	\$0
UNIFORMS	\$5,000	\$42	\$5,000	\$0
IN STATE TRAVEL	\$200	\$0	\$200	\$0
IN STATE CONFERENCES	\$3,000	\$1,059	\$3,000	\$0
OUT OF STATE TRAVEL	\$4,000	\$0	\$4,000	\$0
OUT OF STATE CONFERENCES	\$3,000	\$0	\$3,000	\$0
DUES AND MEMBERSHIPS	\$8,000	\$8,452	\$8,000	\$0
REIMB OF LICENSES	\$2,000	\$0	\$2,000	\$0
Total ORDINARY MAINTENANCE:	\$354,775	\$52,884	\$304,775	-\$50,000
Total Expense Objects:	\$812,201	\$413,287	\$793,904	-\$18,297

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Director of IAM	2022-07-01	1	100%	\$155,172	\$155,470	NU1
Head Clerk	2022-07-01	1	100%	\$58,752	\$59,215	CLER1
Construction Liaison & Compliance Manager	2022-07-01	1	40%	\$33,254	\$33,318	NU9
Senior Project Manager	2022-07-01	1	100%	\$99,756	\$99,948	NU6
Director of Finance & Administration	2022-07-01	1	100%	\$101,748	\$101,943	NU6
GIS Coordinator	2022-07-01	1	40%	\$39,158	\$39,234	NU8



Capital Projects

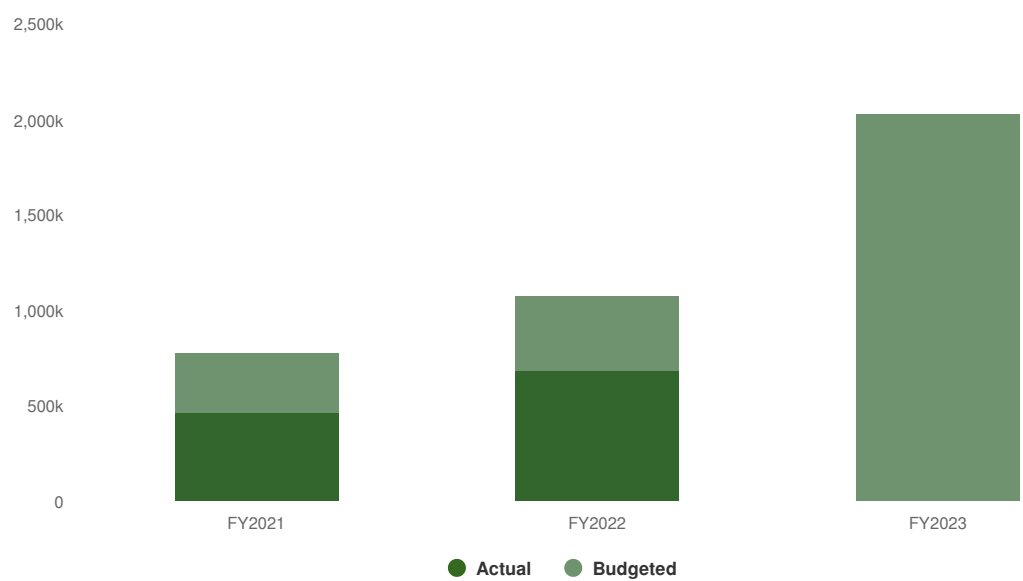
To oversee the construction, reconstruction, renovation, and preventative maintenance of all City-owned buildings which currently consist of 34 facilities and approximately 1.9 million square feet . In all of its work, the Capital Projects Department strives to honor public service, be constituent oriented, and reflect the ideals of city government through design. Our projects help manifest the physical form of many city-wide goals including sustainability, equity, and inclusivity amongst others.

Expenditures Summary

\$2,031,486

\$954,695
(88.66% vs. prior year)

Capital Projects Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.1: Manage updates to building systems to achieve code and regulatory compliance, correct deficiencies resulting from deferred maintenance, and advance our Climate Forward goals particularly for improved energy performance and City government leading by example	-Complete two projects that facilitate the continued use and occupancy of existing City-owned buildings, including public health-related building improvements to facilitate safe access for staff and constituents
Goal 1.2: Manage updates to building systems to achieve code and regulatory compliance, correct deficiencies resulting from deferred maintenance, and advance our Climate Forward goals particularly for improved energy performance and City government leading by example	-Advance designs that enhance accessibility in existing City-owned buildings
Goal 2: Develop a comprehensive plan for major renovations and departmental relocations to improve constituent service experience, create synergies and efficiencies for employees, and systematically address deferred maintenance, code updates, and ADA compliance costs in our municipal buildings	-Develop long-term Capital Investment Plan and advance design of one priority building
Goal 3: Advance the design and construction of a new public safety facility, associated property, and streetscape improvements necessary to accommodate state-of-the-art Police and Fire Stations, and public and community spaces	-Continue public engagement around the public safety building and collaborating with RSJ, OSPCD, Engineering, etc. with the goal of delivering an exceptional project that meets SPD and SFD needs and city-wide goals

Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1.1: Manage updates to building systems to achieve code and regulatory compliance, correct deficiencies resulting from deferred maintenance, and advance our Climate Forward goals particularly for improved energy performance and City government leading by example	-Complete two projects that facilitate the continued use and occupancy of existing City-owned buildings, including public health-related building improvements to facilitate safe access for staff and constituents	Complete
Goal 1.2: Manage updates to building systems to achieve code and regulatory compliance, correct deficiencies resulting from deferred maintenance, and advance our Climate Forward goals particularly for improved energy performance and City government leading by example	-Complete two projects that enhance accessibility in existing City-owned buildings	In Progress
Goal 2: Develop a comprehensive plan for major renovations and departmental relocations to improve constituent service experience, create synergies and efficiencies for employees, and systematically address deferred maintenance, code updates, and ADA compliance costs in our municipal buildings	-Complete preliminary design plan, engage stakeholders, and develop long-term Capital Investment Plan	In Progress
Goal 3: Advance the design and construction of a new public safety facility, associated property, and streetscape improvements necessary to accommodate state-of-the-art Police and Fire Stations, and public and community spaces	-Complete design and break ground for construction of the public safety building	In Progress



Budget Details

Personal Services Changes

Personal Services are projected up 4% increase in line with proposed 2-step salary increases for non-union staff FY23.

- No new positions requested

Ordinary Maintenance Changes

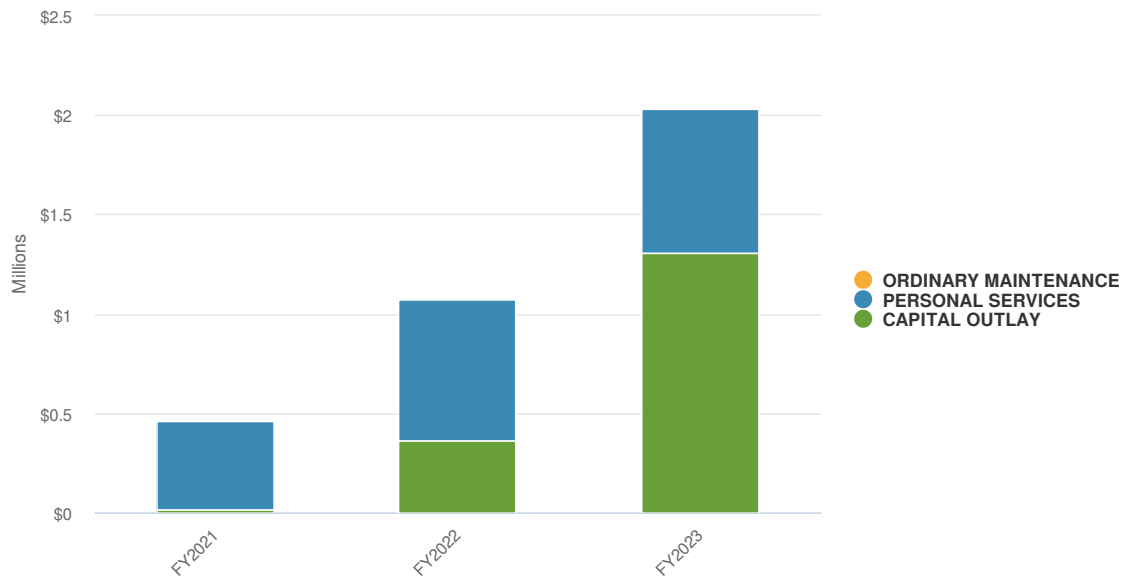
Ordinary Maintenance costs are unchanged for FY23.

Capital Outlay Changes

Capital Outlay costs are projected up 142% in FY23.

- \$150,000 Accessibility Study for 1 Franey Road. This design study will make recommendations on accessibility improvements to 1 Franey Road to make it accessible for people of all abilities.
- \$550,000 for School Building Preliminary Design Program - This design study will evaluate existing buildings and conduct a space programming effort analogous to the recently completed Building Master Plan.
- \$300,000 School Building HVAC System Evaluation & Design - This effort will build upon the Covid-19 work done in Somerville Public Schools and FY22. The next step is to re-commission buildings and execute upgrades including building management systems.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$709,380	\$478,643	\$720,103	\$10,723
HOLIDAYS NON-UNION	\$5,411	\$3,506	\$1,383	-\$4,028
Total PERSONAL SERVICES:	\$714,791	\$482,149	\$721,486	\$6,695
ORDINARY MAINTENANCE				
R&M - BUILDINGS & GROUNDS	\$1,000	\$0	\$0	-\$1,000
R&M - EXTERIOR BUILDING	\$1,000	\$0	\$0	-\$1,000



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Total ORDINARY MAINTENANCE:	\$2,000	\$0	\$0	-\$2,000
CAPITAL OUTLAY				
PROFESSIONAL & TECHNICAL SVC	\$100,000	\$83,665	\$900,000	\$800,000
ENGINEERING/ARCHITECT'L SVC	\$240,000	\$110,003	\$390,000	\$150,000
BUILDING IMPROVEMENTS	\$20,000	\$9,999	\$20,000	\$0
Total CAPITAL OUTLAY:	\$360,000	\$203,666	\$1,310,000	\$950,000
Total Expense Objects:	\$1,076,791	\$685,815	\$2,031,486	\$954,695

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Capital Projects Manager	2022-07-01	1	100%	\$112,596	\$112,812	NU7
Building Improvements Manager	2022-08-01	1	100%	\$84,667	\$84,830	NU7
Green Facilities Manager	2022-07-01	1	100%	\$94,212	\$94,393	NU7
Project Manager - 90 Washington	2022-08-01	1	0%	\$0	\$0	NU6
Director of Capital Projects Management	2022-07-01	1	100%	\$133,008	\$133,263	NU3
Project Manager - Capital Projects	2022-07-01	1	100%	\$99,984	\$100,176	NU7
Deputy Director of Capital Projects	2022-07-01	1	100%	\$110,844	\$111,057	NU5
Project Assistant	2022-07-01	1	100%	\$84,792	\$84,955	NU9



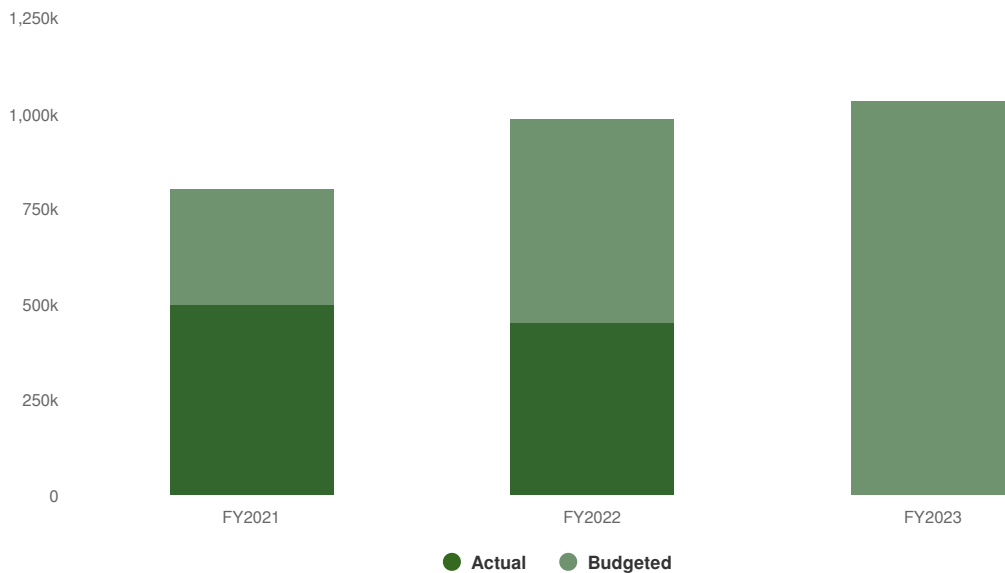
Engineering

The Engineering Department facilitates the improvement and modernization of the City's infrastructure including roadways, sidewalks, water distribution, sewer and stormwater management systems by engineering safe, multimodal, functional, and sustainable infrastructure maintenance and capital investment projects. The Department manages the street opening and trench permit programs, reviews private development site plans to ensure compliance with City standards and sound engineering practices, administers the city's pavement management program, and acts as the City's liaison to state and federal agencies such as the MBTA, MassDOT, EPA, MassDEP, and the MWRA on engineering issues.

Expenditures Summary

\$1,035,692 **\$47,822**
(4.84% vs. prior year)

Engineering Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.1: Expand the City's paving program into a more comprehensive street and sidewalk reconstruction program in collaboration with the OSPCD Mobility division to improve accessibility and safety for all users and advance Vision Zero, Climate Forward, and SomerVision goals	-Achieve substantial completion of the reconstruction of Holland Street (Simpson Avenue to Claremon Street), and break ground on the reconstruction of Pearl Street (McGrath Hwy to Mt. Vernon St) and seven medium-sized intersections. Both include new bus stops, bicycle lanes, and safer pedestrian street crossings
Goal 1.2: Expand the City's paving program into a more comprehensive street and sidewalk reconstruction program in collaboration with the OSPCD Mobility division to improve accessibility and safety for all users and advance Vision Zero, Climate Forward, and SomerVision goals	-Complete design for the reconstruction project of West Washington & two prioritized intersection pedestrian safety improvements. This project will also include additional accessibility, pavement and mobility improvements throughout the City
Goal 1.3: Expand the City's paving program into a more comprehensive street and sidewalk reconstruction program in collaboration with the OSPCD Mobility division to improve accessibility and safety for all users and advance Vision Zero, Climate Forward, and SomerVision goals	-Complete the three-year long city-wide assessment of roadway and sidewalk pavement conditions and reevaluate the street reconstruction priority lists
Goal 1.4: Expand the City's paving program into a more comprehensive street and sidewalk reconstruction program in collaboration with the OSPCD Mobility division to improve accessibility and safety for all users and advance Vision Zero, Climate Forward, and SomerVision goals	-Develop a plan to evaluate, assess and prioritize the upgrade traffic signals on city streets to improve emergency access, transit capacity, safety of vulnerable users and accessibility for persons with disabilities.
Goal 2.1: Improve Union Square infrastructure to reduce the risk associated with aging infrastructure, solve existing system deficiencies, achieve regulatory compliance, create I/I offsets and increase system capacity to accommodate planned commercial and housing development, improve stormwater management consistent with SomerVision and Climate Forward goals, and create a multi-modal transportation network in line with our Vision Zero goals	-Break ground and achieve substantial construction progress for Phase 1 of the Spring Hill Sewer Separation, which will include renewed water mains and enhanced streetscapes along the Spring, School and Summer Street corridors.
Goal 2.2: Improve Union Square infrastructure to reduce the risk associated with aging infrastructure, solve existing system deficiencies, achieve regulatory compliance, create I/I offsets and increase system capacity to accommodate planned commercial and housing development, improve stormwater management consistent with SomerVision and Climate Forward goals, and create a multi-modal transportation network in line with our Vision Zero goals	-Complete design and break ground on the Poplar Street Stormwater Pump Station Project, which fundamentally changes the way in which the city manages the drainage system for 60-percent of Somerville by creating the new opportunity to discharge stormwater to the MBTA drainage system, and which is now fully integrated with the ArtFarm project providing critical open space and art community performance support
Goal 3.1: Advance several strategic projects to plan and implement long-term improvements to our infrastructure systems and assure regulatory compliance required to avoid enforcement actions	-With the completion of the flood control technical evaluation complete, proceed with the evaluations to mitigate CSOs and improve water quality, and continue community outreach to prioritize the resulting capital improvement projects
Goal 3.2: Advance several strategic projects to plan and implement long-term improvements to our infrastructure systems and assure regulatory compliance required to avoid enforcement actions	-Continue the investigations and remedial work required to comply with our Administrative Order for the MS4 permit issued by EPA



Goal 3.3: Advance several strategic projects to plan and implement long-term improvements to our infrastructure systems and assure regulatory compliance required to avoid enforcement actions	-Complete the design for 1 mile of water main rehabilitation on Broadway. Substantially complete the rehabilitation of 1 mile of sewer with cured-in-place lining and spot repairs, aided by completing CCTV inspections of 40 miles of City sewer lines. To provide useable inspections, many lines will include substantial cleaning, which provides the additional benefit to marginally increase system capacity
Goal 3.4: Advance several strategic projects to plan and implement long-term improvements to our infrastructure systems and assure regulatory compliance required to avoid enforcement actions	-Replace 60 lead water service connections
Goal 4.1: Review, issue, and enforce construction permits on the public right of way and for site construction in a timely manner to maintain the safety of the public way, protect of the City's infrastructure and environmental resources, and coordinate between the numerous construction projects	-Distribute three guidance documents to supplement our published rules and regulations to aid project proponents and home owners meet the City's engineering requirements with less confusion and redesign
Goal 4.2: Review, issue, and enforce construction permits on the public right of way and for site construction in a timely manner to maintain the safety of the public way, protect of the City's infrastructure and environmental resources, and coordinate between the numerous construction projects	-Coordinate with SOIA to translate existing and new guidance documents to provide more equitable enforcement of the City's engineering requirements
Goal 4.3: Review, issue, and enforce construction permits on the public right of way and for site construction in a timely manner to maintain the safety of the public way, protect of the City's infrastructure and environmental resources, and coordinate between the numerous construction projects	-Finalize Engineering standard details and specifications. Revise standard traffic management details to better apply to the specifics of Somerville streets. Coordinate these efforts with other departments in developing general streetscape design standards

Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1.1: Expand the City's paving program into a more comprehensive street and sidewalk reconstruction program in collaboration with the OSPCD Mobility division to improve accessibility and safety for all users and advance Vision Zero, Climate Forward, and SomerVision goals	-Achieve substantial completion of the reconstruction of College Avenue (Davis Square to Powderhouse Square), and break ground on the reconstruction of Holland Street (Simpson Avenue to Claremon Street). Both include new bus stops, bicycle lanes, and safer pedestrian street crossings	Complete
Goal 1.2: Expand the City's paving program into a more comprehensive street and sidewalk reconstruction program in collaboration with the OSPCD Mobility division to improve accessibility and safety for all users and advance Vision Zero, Climate Forward, and SomerVision goals	-Complete design and break ground for the Pearl Street reconstruction project & 6 prioritized intersection pedestrian safety improvements. This project will also include additional accessibility, pavement and mobility improvements throughout the City	Complete
Goal 1.3: Expand the City's paving program into a more comprehensive street and sidewalk reconstruction program in collaboration with the OSPCD Mobility division to improve accessibility and safety for all users and advance Vision Zero, Climate Forward, and SomerVision goals	-Complete design for the West Washington Street & Tufts Street reconstruction project. This project will also include additional accessibility, pavement and mobility improvements throughout the City	In Progress
Goal 2.1: Improve Union Square infrastructure to reduce the risk associated with aging infrastructure, solve existing system deficiencies, achieve regulatory compliance, create I/I offsets and increase system capacity to accommodate planned commercial and housing development, improve stormwater management consistent with SomerVision and Climate Forward goals, and create a multi-modal transportation network in line with our Vision Zero goals	-Achieve substantial completion of construction of the Somerville Avenue Utility & Streetscape Improvements Project (SAUSI), including beneficial use of new water, sewer and drainage infrastructure, bike lanes, protected bicycle lanes, and enhanced streetscape features	Complete
Goal 2.2: Improve Union Square infrastructure to reduce the risk associated with aging infrastructure, solve existing system deficiencies, achieve regulatory compliance, create I/I offsets and increase system capacity to accommodate planned commercial and housing development, improve stormwater management consistent with SomerVision and Climate Forward goals, and create a multi-modal transportation network in line with our Vision Zero goals	-Complete the design for Phase 1 of the Spring Hill Sewer Separation Project, which has expanded to provide renewed water mains consistent with the Division's recently completed Water System Improvement Plan, and enhanced streetscapes in targeted corridors	Complete
Goal 2.3: Improve Union Square infrastructure to reduce the risk associated with aging infrastructure, solve existing system deficiencies, achieve regulatory compliance, create I/I offsets and increase system capacity to accommodate planned commercial and housing development, improve stormwater management consistent with SomerVision and Climate Forward goals, and create a multi-modal transportation network in line with our Vision Zero goals	-Complete the design for the Poplar Street Stormwater Pump Station Project, which fundamentally changes the way in which the city manages the drainage system for 60-percent of Somerville by creating the new opportunity to discharge stormwater to the MBTA drainage system, and which is now fully integrated with the ArtFarm project providing critical open space and art community performance support	In Progress
Goal 3.1: Advance several strategic projects to plan and implement long-term improvements to our infrastructure systems and assure regulatory compliance required to avoid enforcement actions.	-For four of the major sewer subsystems, complete the technical definition and evaluation of long-term solutions to reduce flooding, mitigate CSOs, and improve water quality, and initiate the community outreach to prioritize those capital improvement projects	In Progress
Goal 3.2: Advance several strategic projects to plan and implement long-term improvements to our infrastructure systems and assure regulatory compliance required to avoid enforcement actions.	-Complete the investigations and remedial work required to comply with our Administrative Order for the MS4 permit issued by EPA	In Progress
Goal 3.3: Advance several strategic projects to plan and implement long-term improvements to our infrastructure systems and assure regulatory compliance required to avoid enforcement actions.	-Rehabilitate 1 mile of water main with a combination of cleaning/lining and full replacement and 1 mile of sewer with cured-in-place lining and spot repairs, aided by completing CCTV inspections of 40 miles of City sewer lines. To provide useable inspections, many lines will include substantial cleaning, which provides the additional benefit to marginally increase system capacity	In Progress



Goal 3.4: Advance several strategic projects to plan and implement long-term improvements to our infrastructure systems and assure regulatory compliance required to avoid enforcement actions.	-Replace 60 lead water service connections	Complete
Goal 4.1: Review, issue, and enforce construction permits on the public right of way and for site construction in a timely manner to maintain the safety of the public way, protect of the City's infrastructure and environmental resources, and coordinate between the numerous construction projects	-Distribute three guidance documents to supplement our published rules and regulations to aid project proponents and home owners meet the City's engineering requirements with less confusion and redesign	Complete
Goal 4.2: Review, issue, and enforce construction permits on the public right of way and for site construction in a timely manner to maintain the safety of the public way, protect of the City's infrastructure and environmental resources, and coordinate between the numerous construction projects	-Coordinate with SOIA to translate existing and new guidance documents to provide more equitable enforcement of the City's engineering requirements	In Progress

Budget Details

Personal Services Changes

Personal Services are projected up 5% for FY23.

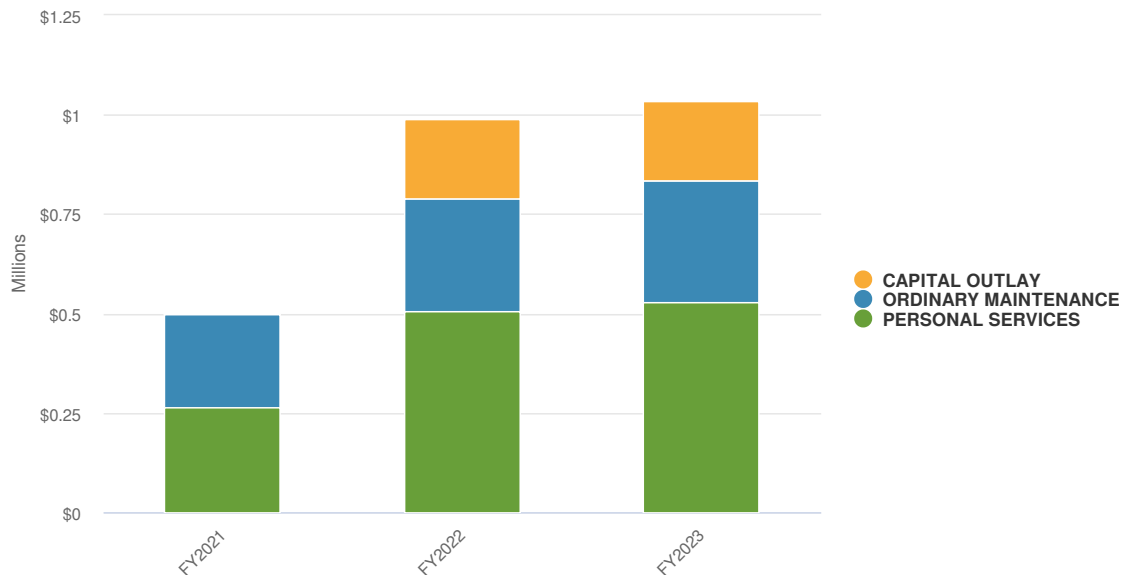
- FY23 includes funding for an Engineering intern program, which would begin summer 2024. Support engineering staff during our busy summer construction season.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected up 9% for FY23.

- New investments for FY23 include:
 - \$15,000 for increased roadway striping repair for completed construction projects, which will help expedite street repairs by incorporating them into our existing street striping schedules.
 - \$10,000 for a traffic signal timing consultant, which will allow Engineering to direct our traffic signal technicians to improve signal timing.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
SALARIES	\$489,705	\$277,755	\$507,292	\$17,587
SALARIES & WAGES TEMPORARY	\$0	\$0	\$8,000	\$8,000
OVERTIME	\$12,360	\$0	\$12,360	\$0
OTHER DIFFERENTIALS	\$1,110	\$1,132	\$1,122	\$12
HOLIDAYS NON-UNION	\$3,533	\$2,263	\$920	-\$2,613
HOLIDAYS - S.M.E.A.	\$222	\$222	\$58	-\$164
UNIFORM ALLOWANCE	\$140	\$350	\$140	\$0
Total PERSONAL SERVICES:	\$507,070	\$281,721	\$529,892	\$22,822
ORDINARY MAINTENANCE				
R&M - HIGHWAYS	\$280,800	\$169,659	\$295,800	\$15,000
PROFESSIONAL & TECHNICAL SVC	\$0	\$0	\$10,000	\$10,000
Total ORDINARY MAINTENANCE:	\$280,800	\$169,659	\$305,800	\$25,000
CAPITAL OUTLAY				
ENGINEERING/ARCHITECT'L SVC	\$200,000	\$0	\$200,000	\$0
Total CAPITAL OUTLAY:	\$200,000	\$0	\$200,000	\$0
Total Expense Objects:	\$987,870	\$451,380	\$1,035,692	\$47,822

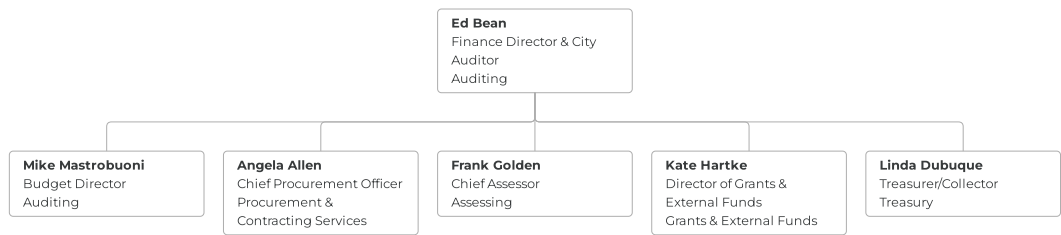
Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Traffic Engineer	2022-07-01	1	100%	\$99,984	\$100,176	NU7
Engineering Project Manager	2022-08-01	1	40%	\$33,867	\$33,932	NU7
Deputy Director - Engineering Projects	2022-07-01	1	40%	\$44,338	\$44,423	NU5
Junior Civil Engineer	2022-07-01	1	40%	\$35,467	\$35,535	NU9
Director of Engineering	2022-07-01	1	40%	\$54,264	\$54,368	NU3
Trench Inspector	2022-07-01	1	40%	\$29,261	\$30,579	ENG4
Senior Project Manager	2022-08-01	1	100%	\$89,650	\$89,822	NU6
Stormwater Program Manager	2022-07-01	1	0%	\$0	\$0	NU6
Utilities Project Manager	2022-07-01	1	0%	\$0	\$0	NU7
Senior Civil Engineer	2022-07-01	1	40%	\$38,438	\$38,513	NU7
Deputy Director - Engineering Services	2022-07-01	1	40%	\$44,338	\$44,423	NU5
Engineering Project Manager	2022-07-01	1	40%	\$37,685	\$37,758	NU7
Senior Project Manager - Utilities (New)	2022-10-01	1	0%	\$0	\$0	NU7



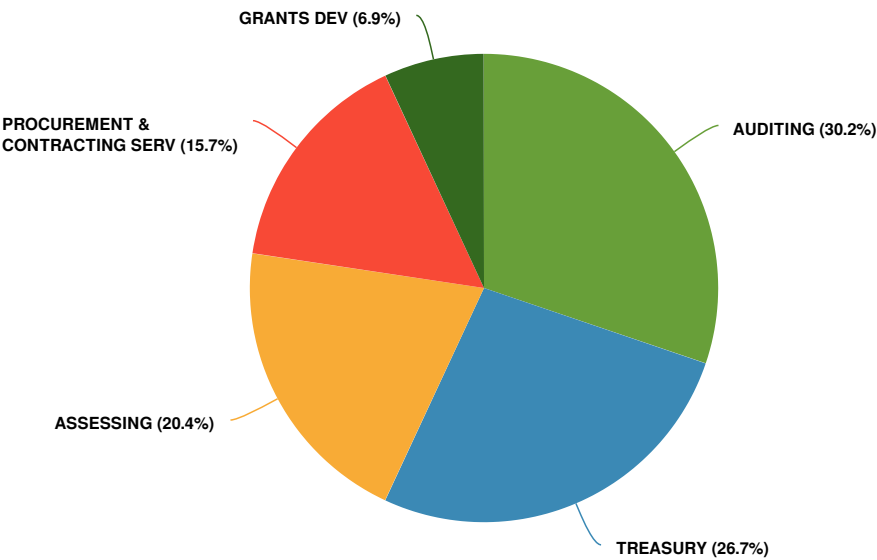
Finance

Finance Department Organizational Chart

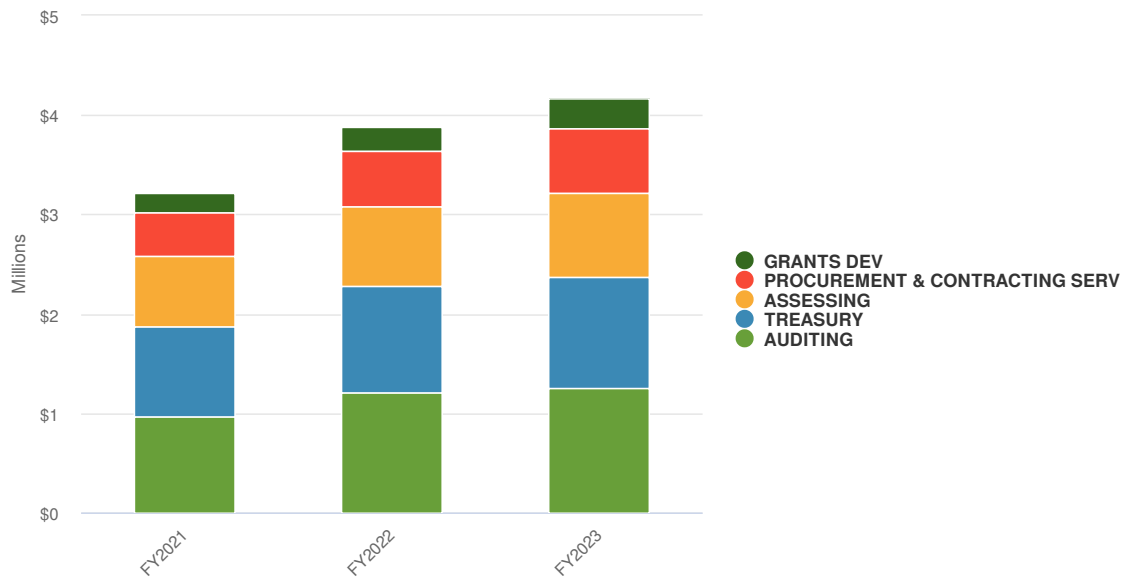


Expenditures by Division

Budgeted Expenditures by Division



Budgeted and Historical Expenditures by Function



Treasury

To efficiently manage City assets, including cash and receivables. The treasury department ensures that all assets are accounted for and all receipts due to the City are collected. In accordance with Massachusetts General Law Ch44 Section 55B, the treasurer is responsible for ensuring the safety and liquidity of the City's funds while earning the highest yield possible. The treasurer also maintains banking relationships, electronic payment relationships, City debt, and building insurance for all City-owned property.

Expenditures Summary

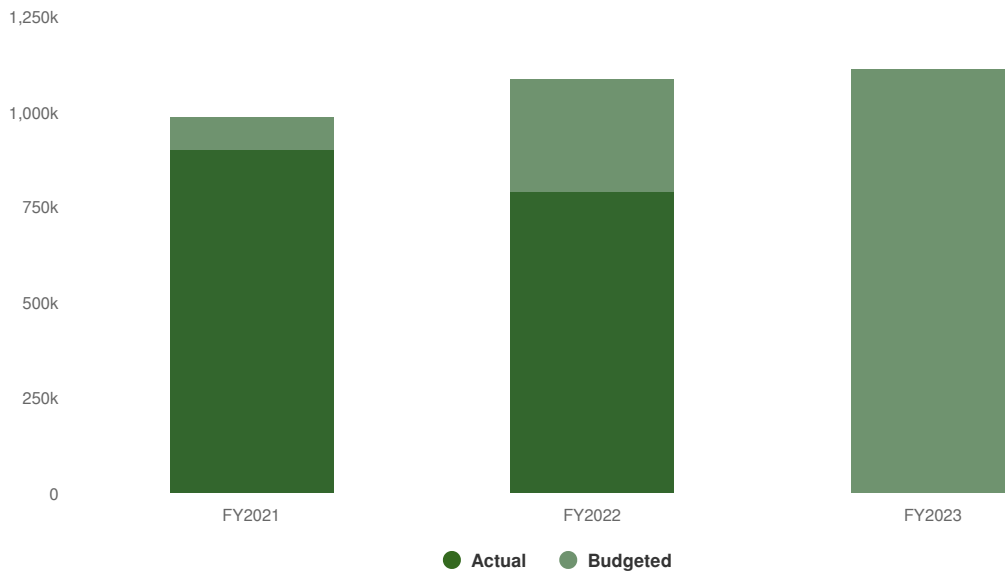
Treasury Budget FY23

SW:

OM:

\$1,112,664 **\$28,997**
(2.68% vs. prior year)

Treasury Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.1: Increase treasury's online presence	-Enhance the Debt Tracking module for debt service management and bill pay tracking
Goal 1.2: Increase treasury's online presence	-Update the debt exclusion calculator tool so taxpayers can continue to see the Somerville High School debt exclusion portion of their tax bill
Goal 1.3: Increase treasury's online presence	-Continue to publicize the Citizen Self-Service (CSS) Munis module to taxpayers, closing attorneys, mortgage companies and mortgage holding banks
Goal 2.1: Increase sustainability efforts	-Work with personnel and payroll departments to encourage employees to sign up for direct deposit with email notification in lieu of a printed direct deposit notice or a paper check and promote the idea that all new hires should be required to have direct deposit with email notification as a condition of employment
Goal 2.2: Increase sustainability efforts	-Work with auditing, Information Technology, and Tyler Technologies to implement direct deposit option to enable payment of vendors via EFT. Enroll 100 vendors by 12/31/22.
Goal 3: Improve website content with the assistance of the SomerViva department to further translate treasury handouts, forms and website content into multiple languages	-Continue ongoing translation of treasury information into other languages and publish on webpage

Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1.1: Increase treasury's online presence	-Implement Debt Tracking module for debt service management	Complete
Goal 1.2: Increase treasury's online presence	-Implement online debt exclusion calculator tool so taxpayers can see the Somerville High School debt exclusion portion of their tax bill	Complete
Goal 1.3: Increase treasury's online presence	-Implement the Citizen Self-Service (CSS) Munis module and publicize it to taxpayers, closing attorneys, and mortgage companies and mortgage holding banks	Complete
Goal 2.1: Increase sustainability efforts	-Work with personnel and payroll departments to encourage employees to sign up for direct deposit with email notification in lieu of a printed direct deposit notice or a paper check and promote the idea that all new hires should be required to have direct deposit with email notification as a condition of employment	In Progress
Goal 2.2: Increase sustainability efforts	-Work with auditing, Information Technology, and Tyler Technologies to implement direct deposit option to enable payment of vendors via EFT	Not Started
Goal 3: Improve website content with the assistance of the SomerViva department to further translate treasury handouts, forms and website content into multiple languages	-[No measure provided]	In Progress



Expenditures by Expense Type

Personal Services Changes

Personal Services are projected down 2% for FY23.

- **511000 – DELETED PART TIME CUSTOMER SERVICE REP.**
- 511000 – Increasing Asst. Coll salary by \$10K in order to attract more qualified candidates. Was NU9, will be NU7
- **513000 – OT** – Reduced by \$500. Continued effort to reduce overtime
- **CURRENT VACANCY:** Assistant Collector retired April 22nd. Expected to be filled ASAP. Job posting published first week of May.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected up 16% for FY23.

- **524007 - Repairs Office Equipment** – Added \$200. Check printing and check and direct deposit sealing machines repair, copier maintenance. Base contract price is \$112.50 per quarter, plus additional for overages on printing limits.
- **530000 - Prof & Tech** – Net reduction of \$750.00:
- Moved \$10,000 to a new code 534015 so that online ACH fees are not paid from this code with FY23. 530000 covers Bond/BAN issuance costs, paid via the departmental budget, goal with this account is to pay some of the issuance charges up front instead of adding them to and increasing the Long-Term Debt.
- Deleted \$2,000 (two thousand) for online look-up module that was added to the treasury website. This budget line also covered the online look-up feature/module that enables taxpayers to see the override portion or the increased amount of their tax bill resulting from the new state of the art high school. With FY22 \$5K was added to budget. The decrease represents the anticipated FY23 maintenance cost for the platform (currently up and running on treasury website).
- Added \$1,250 for Debt Book, a Debt Management Tracking module acquired in FY22. With a \$15,000 placeholder. Actual contract cost is \$16,250.
- **530008 – Employee Training** - Added \$1,875. Many new employees in treasury.
- **530011 - Advertising** – No Change. This account covers tax title (unpaid taxes) and uncashed vendor and payroll checks advertising costs.

Treasury is still cleaning up prior uncashed checks. Expected to be on a proper yearly schedule with FY23 and going forward.

530012 - Data Processing – Reduced by \$-2,225. Blank check stock for forms. Vendor and payroll check and direct deposit forms and tax forms (W-2, 1095, 1099). Approximate spend of \$9K spent per year in FY20 and FY21. With FY22 April YTD was \$12K.

530026 - Bank charges - Added \$25,000 because average monthly cost is coming in at \$6K/month. Century Bank sold itself to Eastern Bank and Eastern Bank analysis charges are coming in higher at first three months of relationship at approximately \$6K/month. As of May 2022 treasury is waiting for Eastern to waive certain analysis fees, so this estimate is a conservative estimate.

534003 - Postage – Added \$14,037. This is for tax bill printing for real estate and excise tax bills.

Printing/production and postage costs are paid from this budget. Paper costs have increased due to supply chain issues. Post office increases unknown. It costs approximately \$15K to print and mail the quarterly real estate and personal property tax bills. Excise printing and mailing is also from this line.

534015 – Fees – NEW account line with FY23 budget w/\$10,000 transferred to it from 530000. New account code to segregate online tax and water bills payment platform costs from Prof & Tech. City covers cost of online tax and water payments so that taxpayer can make payment for free. With FY22 the YTD charges were also moved over via journal entry transfer to reclassify them to this code.

542000 - Office Supplies - No changes. Toner continues to be one of the major expenses in this budget line.

542001 - Printing and stationery - Added \$2,000. Yearly December/January finance/tax newsletter printing expense is budgeted here and the printing cost increases each year. With FY22 paper costs were up up due to supply chain issues. Also used for letterhead (for municipal lien certificates), printed envelopes, and informational flyers (Citizen Self Service taxpayer's online look-up of tax and water bills module) that the high school print shop produces for treasury.



542005 – Office Equipment – Added \$1,000 NEW. Treasury replaced a local printer in FY22 and it cost close to \$1,000. The printers that print the vendor and payroll checks and direct deposits payroll stubs would be significantly more expensive to replace should that be required. Treasury also has sealing machines. This is a place holder just in case new equipment is required.

558004 - Magazines & News – Added \$75. Veribanc subscription cost increased, indicates health of banks.

571000 - In State Travel - Added \$2,000. Mass. Treasurer's and Collector's Assn. (MTCA) school and conferences are located mid-state, in Amherst, and in Cape Cod.

571001 - In State Conferences – Added \$1,500. MTCA and MGFOA (Mass. Gov't Finance Officers Assn).

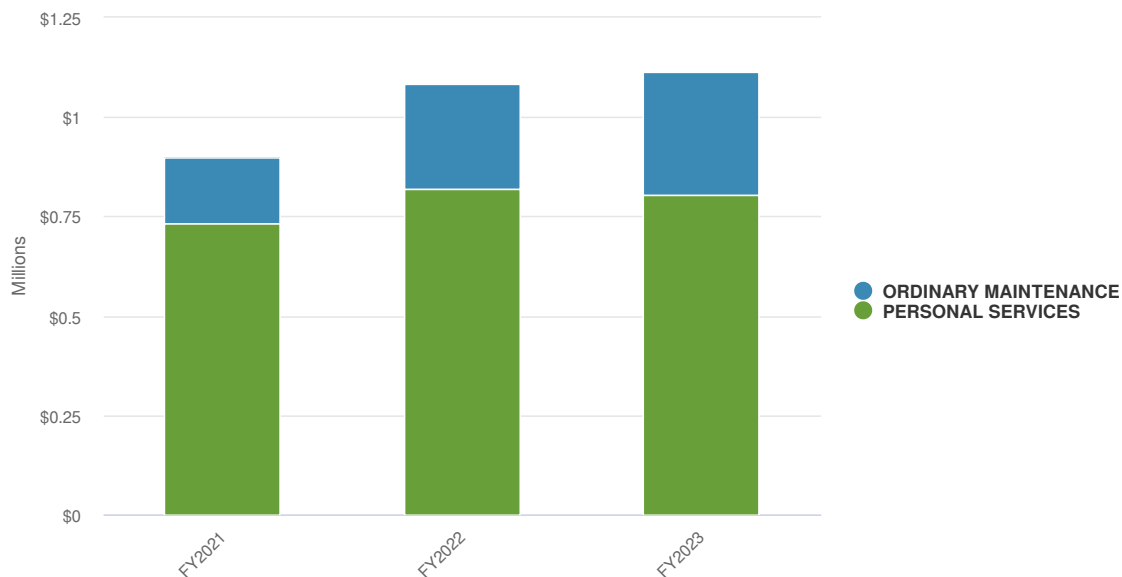
573000 - Dues & memberships – Added \$180. Covers Mass Treasurer & Collector Assn. Dues and Mass. Gov. Finance Officers Assn.

574000 - Insurance Premium – No change. Treasurer & Collector bonds required by City Ordinance.

578010 - Recordings - \$2,000 reduction. FY22 was \$11K. FY22 YTD is \$3,360 as of April. FY23 ask is \$9K. Treasury didn't do takings during Covid-19 closures. Vacancy at paralegal position for part of current fiscal year 2022. With FY21 around \$3,000 was spent. As of 04/2022 there are about 300 delinquent parcels. Recording a tax taking at the registry of deeds costs \$105 (one hundred five dollars). (300 x \$105 = \$31,500).

578012 - Land Court Proceedings – No changes. Covers expenses of foreclosing should City require assistance of outside counsel. Current case includes two landlocked parcels near Healey School. City is waiting for Land Court to act, case was delayed by Land Court due to Covid-19, and then to postal issues whereby notice was served not served upon the defendants until after the due date for an answer. In May of 2022, treasury asked Land Court to re-serve notice on two parties so they have the proper legal amount of time to respond.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$801,389	\$632,054	\$791,398	-\$9,991
SALARIES & WAGES TEMPORARY	\$2,000	\$0	\$2,000	\$0
OVERTIME	\$5,500	\$2,423	\$5,500	\$0
LONGEVITY	\$3,050	\$2,625	\$3,050	\$0
OUT OF GRADE	\$1,000	\$0	\$1,000	\$0



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
HOLIDAYS NON-UNION	\$3,412	\$3,146	\$883	-\$2,529
HOLIDAYS - S.M.E.A.	\$2,734	\$2,552	\$638	-\$2,096
PERFECT ATTENDANCE	\$0	\$1,200	\$0	\$0
UNIFORM ALLOWANCE	\$1,917	\$1,750	\$1,750	-\$167
OTHER LUMP SUM PAYMENTS	\$0	\$1,624	\$0	\$0
Total PERSONAL SERVICES:	\$821,002	\$647,374	\$806,219	-\$14,783
ORDINARY MAINTENANCE				
R&M - OFFICE EQUIPMENT	\$1,800	\$982	\$2,000	\$200
RENTAL-WATER COOLER	\$300	\$223	\$300	\$0
PROFESSIONAL & TECHNICAL SVC	\$53,100	\$33,361	\$42,350	-\$10,750
EMPLOYEE TRAINING COURSES	\$300	\$0	\$2,175	\$1,875
ADVERTISING	\$4,000	\$3,697	\$4,000	\$0
DATA PROCESSING/PAYROLL	\$19,300	\$9,341	\$17,000	-\$2,300
BANK CHARGES	\$50,000	\$5,623	\$75,000	\$25,000
POSTAGE	\$90,000	\$60,887	\$105,000	\$15,000
FEE		\$7,188	\$10,000	\$10,000
OFFICE SUPPLIES	\$7,000	\$3,017	\$7,000	\$0
PRINTING & STATIONERY	\$9,000	\$7,415	\$11,000	\$2,000
OFFICE EQUIPMENT NOT CAPITALIZ	\$0	\$0	\$1,000	\$1,000
MAGAZINES/SUBSCRIPTS/PUB	\$125	\$200	\$200	\$75
IN STATE TRAVEL	\$1,000	\$0	\$3,000	\$2,000
IN STATE CONFERENCES	\$500	\$20	\$2,000	\$1,500
DUES AND MEMBERSHIPS	\$240	\$160	\$420	\$180
INSURANCE PREMIUMS	\$3,000	\$2,600	\$3,000	\$0
RECORDINGS	\$11,000	\$6,405	\$9,000	-\$2,000
LAND COURT PROCEEDINGS	\$12,000	\$610	\$12,000	\$0
Total ORDINARY MAINTENANCE:	\$262,665	\$141,730	\$306,445	\$43,780
Total Expense Objects:	\$1,083,667	\$789,104	\$1,112,664	\$28,997

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Deputy Treasurer	2022-07-01	1	100%	\$101,748	\$101,943	NU6
Treasurer/Collector	2022-07-01	1	100%	\$124,356	\$124,595	NU4
Accountant	2022-07-01	1	100%	\$79,548	\$79,701	NU10
Head Cashier	2022-07-01	1	100%	\$54,864	\$55,820	CLER2
Principal Clerk	2022-07-01	1	100%	\$49,908	\$50,354	CLER3
Tax Assistant/Paralegal	2022-07-01	1	100%	\$69,192	\$69,325	NU11
Principal Clerk II	2022-08-01	1	100%	\$44,847	\$45,283	CLER3
Principal Clerk	2022-07-01	1	100%	\$49,404	\$49,849	CLER3
Head Clerk	2022-07-01	1	100%	\$59,340	\$61,504	CLER1
Assistant Tax Collector	2022-08-01	1	100%	\$84,667	\$84,830	NU7
Administrative Assistant SMEA A	2022-07-01	1	100%	\$73,524	\$74,515	



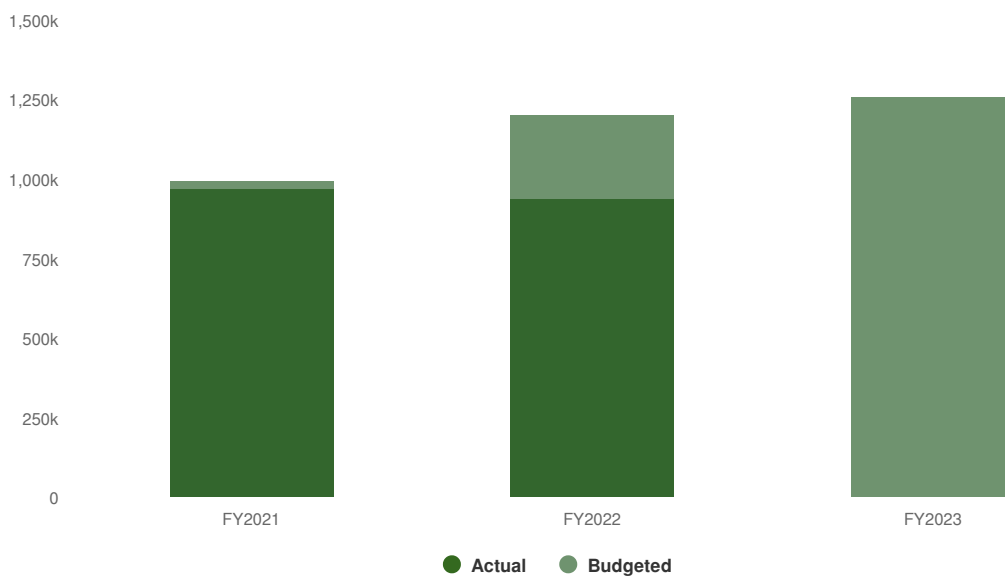
Auditing

To protect the fiduciary interests of the City by providing independent, timely oversight of the City's finances and by ensuring that financial transactions are executed legally, efficiently, and effectively. The Auditing Division serves as a barrier to potential fraud or misuse of city resources.

Expenditures Summary

\$1,257,753 **\$55,504**
(4.62% vs. prior year)

Auditing Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Update the 10-year General Fund projection of revenues and expenditures	-Complete by September 15, 2022
Goal 2: Re-evaluate all current formal investment, debt service, and reserve policies to ensure maintenance of our current bond rating and prepare for a rating upgrade.	-Complete by October 15, 2022
Goal 3: Expand the Electronic Transfer Fund (ETF) Program by enrolling more vendors	-Enroll 100 vendors by December 31, 2022. Munis does not support the EFT function in the City's current version. On hold until the scheduled September 2022 Munis upgrade.
Goal 4: Improve the transparency and accessibility of the City's budgeting, capital planning, and long-range forecasting	-Release an updated General Fund Capital Investment Plan including an online presentation with information on proposed projects.
Goal 5: Design and implement a participatory budgeting process using community input and values.	-Complete for CY2023 construction season.

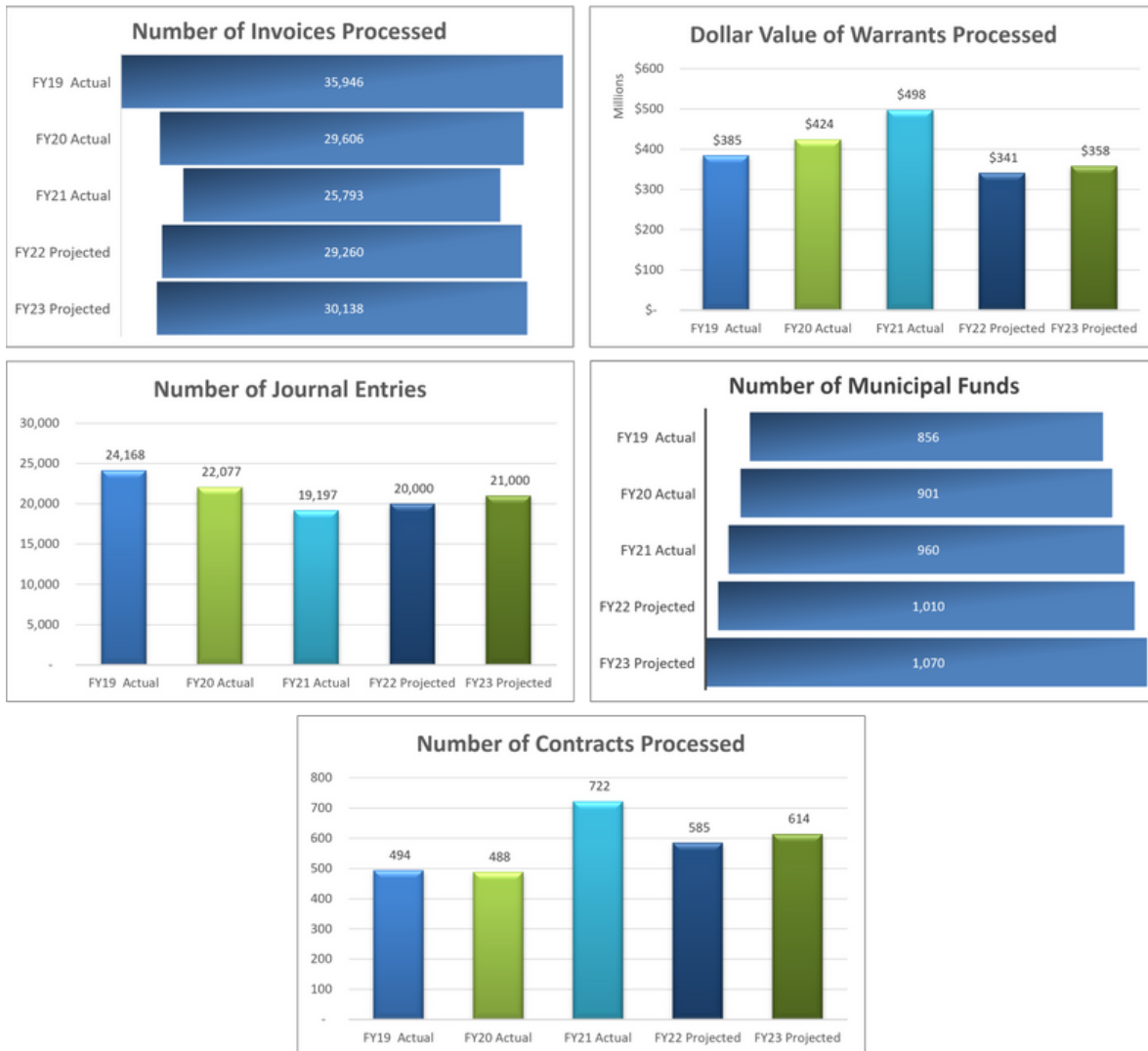
Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1: Update the 10-year General Fund projection of revenues and expenditures	-Complete by August 15, 2021	Complete
Goal 2: Implement debt management software capable of tracking type of debt, fund group, purpose of the issuance, and generating amortization and outstanding debt schedules	-Complete by September 30, 2021	Complete
Goal 3: Expand the Electronic Transfer Fund (ETF) Program by enrolling more vendors	-Enroll 100 vendors by June 30, 2022	On Hold
Goal 4: Improve the transparency and accessibility of the City's budgeting, capital planning, and long-range forecasting	-Release an updated General Fund Capital Investment Plan including an online presentation with information on proposed projects during calendar year 2021	On Hold



Charts & Measures of Progress

Workload Statistics



Budget Detail

Personal Services are projected up by 4% for FY23.

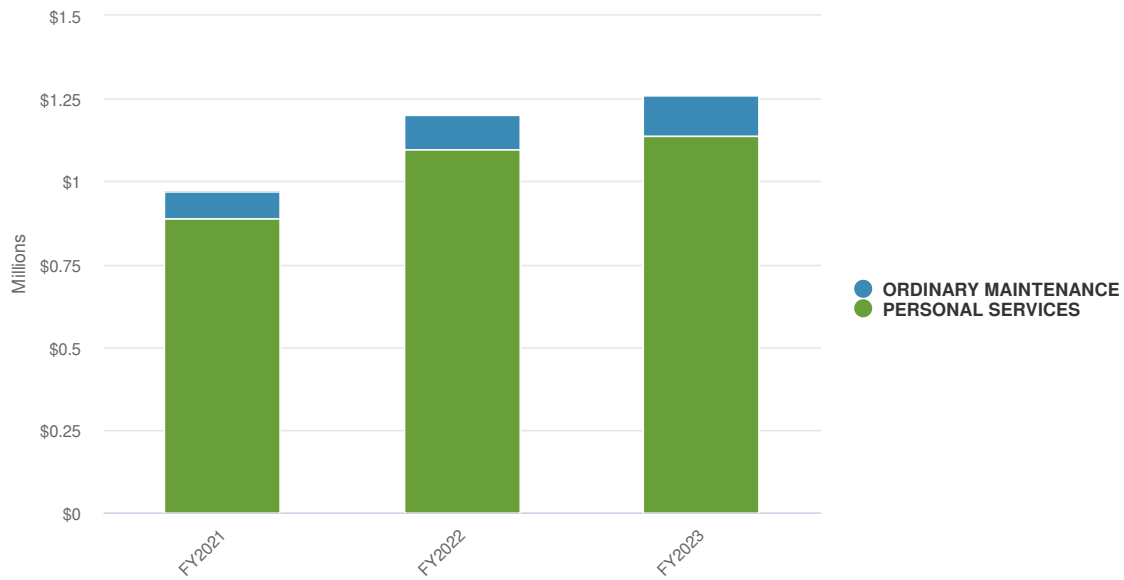
- Differences in salaries are due to negotiated collective bargaining agreements and step increases based on the Salary Classification Plan.
- No new positions have been added to the FY2023 Auditing Budget

Ordinary Maintenance costs are projected to be up to \$14,880 or 14.36% for FY23.

- We are required to conduct a full scale valuation of our Other Post Employment Liability (OPEB) in FY2023. The valuation is conducted by an outside actuarial firm. This is required every two years. The Accounting and Auditing Line Item increased by \$10,500 to cover the cost of the study.
- The Employee Training Courses Line Item increased by \$3,990 to accommodate training for the Budget Director and Budget Analyst. These positions were incorporated into the Auditing Budget in FY2022.
- The Fee line item increased by \$600 for enrollment in the GFOA Distinguished Budget and Comprehensive Annual Financial Report Award Program.



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$1,076,115	\$868,588	\$1,122,164	\$46,049
OVERTIME	\$7,890	\$336	\$7,890	\$0
LONGEVITY	\$4,800	\$4,800	\$5,625	\$825
HOLIDAYS NON-UNION	\$5,355	\$4,810	\$1,384	-\$3,971
HOLIDAYS - S.M.E.A.	\$3,052	\$3,048	\$773	-\$2,279
UNIFORM ALLOWANCE	\$1,400	\$1,400	\$1,400	\$0
Total PERSONAL SERVICES:	\$1,098,612	\$882,981	\$1,139,236	\$40,624
ORDINARY MAINTENANCE				
R&M - SERVICE CONTRACTS	\$1,100	\$915	\$1,100	\$0
RENTAL-WATER COOLER	\$195	\$119	\$250	\$55
EMPLOYEE TRAINING COURSES	\$3,420	\$3,411	\$7,410	\$3,990
ACCOUNTING AND AUDITING	\$88,225	\$49,558	\$98,725	\$10,500
FEE	\$575	\$0	\$1,175	\$600
OFFICE SUPPLIES	\$2,500	\$994	\$2,500	\$0
PRINTING & STATIONERY	\$680	\$472	\$680	\$0
BOOKS & BOOKBINDING	\$300	\$23	\$300	\$0
MAGAZINES/SUBSCRIPTS/PUB	\$300	\$0	\$0	-\$300
DEPARTMENTAL REPORTS	\$3,750	\$0	\$3,750	\$0
IN STATE TRAVEL	\$200	\$226	\$200	\$0
IN STATE CONFERENCES	\$600	\$479	\$600	\$0
DUES AND MEMBERSHIPS	\$1,792	\$1,012	\$1,827	\$35
Total ORDINARY MAINTENANCE:	\$103,637	\$57,208	\$118,517	\$14,880



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Total Expense Objects:	\$1,202,249	\$940,190	\$1,257,753	\$55,504

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Finance Director & City Auditor	2022-07-01	1	100%	\$164,664	\$164,980	NU1
Accounting Analyst	2022-07-01	1	100%	\$67,836	\$67,966	NU11
Systems Accountant	2022-07-01	1	100%	\$90,108	\$90,781	9
Principal Clerk	2022-07-01	1	100%	\$55,416	\$56,723	CLER2
Principal Clerk	2022-07-01	1	100%	\$54,864	\$55,920	CLER2
Internal Auditor	2022-08-01	1	100%	\$67,364	\$67,494	NU10
Manager of Accounts Payable	2022-07-01	1	100%	\$101,748	\$101,943	NU6
Grant Accountant	2022-07-01	1	100%	\$81,348	\$82,354	I
Budget Analyst	2022-07-01	1	100%	\$83,136	\$83,296	NU9
Administrative Assistant SMEA B	2022-07-01	1	100%	\$64,596	\$67,045	ADMN2A
Principal Clerk	2022-07-01	1	100%	\$55,416	\$56,723	CLER2
Budget Director	2022-07-01	1	100%	\$110,844	\$111,057	NU5
Deputy City Auditor	2022-07-01	1	100%	\$124,824	\$125,064	NU5



Procurement & Contracting Services

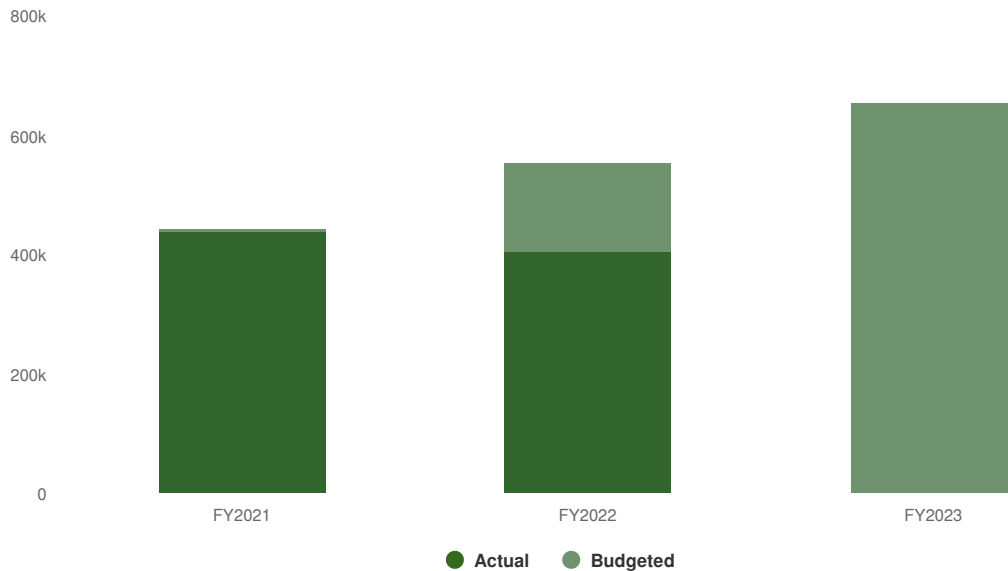
Assist City departments in obtaining the best possible value of services and supplies in a timely fashion. Ensure procurement processes are inclusive and transparent.

Expenditures Summary

Differences in salaries are due to negotiated collective bargaining agreements and the addition of overtime for bargaining unit employees. PCS purchases paper in bulk for many departments, which is reflected in the Office Supplies line.

\$653,769 **\$99,999**
(18.06% vs. prior year)

Procurement & Contracting Services Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Improve understanding of and compliance with procurement policies and procedures. Develop and offer new training approaches, materials and increased frequency of opportunities to learn about how to purchase goods and services for the City.	Staff professional development enhanced at multiple levels (from management to clerical), percent of employees trained per employee category (department head, manager, administrative support staff). Effectiveness of training to be measured through surveys, post-training quizzes.
Goal 2: Attract and retain more diverse and local vendors to apply for contract opportunities. Make procurement experience more welcoming, inclusive, clear, and accessible.	Targeted outreach, number of certified suppliers and service providers directly contacted about the City's contracting opportunities. Increased lead time given to prospective vendors about specific business opportunities to compete for City of Somerville's contracts and purchases. Number of bids and proposals received by certified MBE, WBE and similar categories recognized by the Mass. Supplier Diversity Office and other agencies. Number of contracts awarded to certified suppliers. Analyze small-dollar expenditures to identify purchasing opportunities with certified and local small businesses. Procure and implement a robust vendor management system to improve City's ability to contact, recruit and record data from diversity-certified vendors that are available to compete for the City's contracts.
Goal 3: Design and undertake a disparity study - in close collaboration with other departments including Racial & Social Justice and OSPCD-Economic Development. The study will involve a rigorous review and analysis of any effects of past and present discrimination within markets from which the City procures goods and services, including design and construction services. A key outcome of the study - to be referred for funding from ARPA sources - is to determine if a "compelling governmental interest" exists to establish and implement a sheltered market program as allowed under Mass. General Laws for certain classes of disadvantaged businesses.	Procure consultant to conduct disparity study. Leverage the municipal procurement marketplace in Greater Boston by conducting the study jointly with other jurisdictions, if possible.



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1.1: Improve understanding of and compliance with procurement policies and procedures. Develop and offer new training approaches, materials and increased frequency of opportunities to learn about how to purchase goods and services for the City	-Staff professional development enhanced at multiple levels (from management to clerical), percent of employees trained per employee category (department head, manager, administrative support staff)	In Progress
Goal 1.2: Improve understanding of and compliance with procurement policies and procedures. Develop and offer new training approaches, materials and increased frequency of opportunities to learn about how to purchase goods and services for the City	-Effectiveness of training to be measured through surveys, tests, reduced staff time spent on resolving avoidable problems	On Hold
Goal 2.1: Attract and retain more diverse and local vendors to apply for contract opportunities. Make procurement experience more welcoming, inclusive, clear, and accessible	-Targeted outreach, number of certified suppliers and service providers directly contacted about the City's contracting opportunities	In Progress
Goal 2.2: Attract and retain more diverse and local vendors to apply for contract opportunities. Make procurement experience more welcoming, inclusive, clear, and accessible	-Increased lead time given to prospective vendors about specific business opportunities to compete for City of Somerville's contracts and purchases	In Progress
Goal 2.3: Attract and retain more diverse and local vendors to apply for contract opportunities. Make procurement experience more welcoming, inclusive, clear, and accessible	-Number of bids and proposals received by certified MBE, WBE and similar categories recognized by the Mass. Supplier Diversity Office	In Progress
Goal 2.4: Attract and retain more diverse and local vendors to apply for contract opportunities. Make procurement experience more welcoming, inclusive, clear, and accessible	-Number of contracts awarded to diversity-certified suppliers	In Progress
Goal 3: Establish baseline data and meaningful targets for utilization of diversity-certified suppliers through a collaborative disparity study	-Procure consultant to conduct disparity study. Harness regional interest in DE&I in public procurement through multi-jurisdictional disparity study; measure comparative costs and impact of multi-city study and program versus single-city focus	Not Started

Expenditures by Expense Type

Personal Services Changes

Personal Services are projected up 16% for FY23.

- Includes funding for a new Senior Procurement Manager position

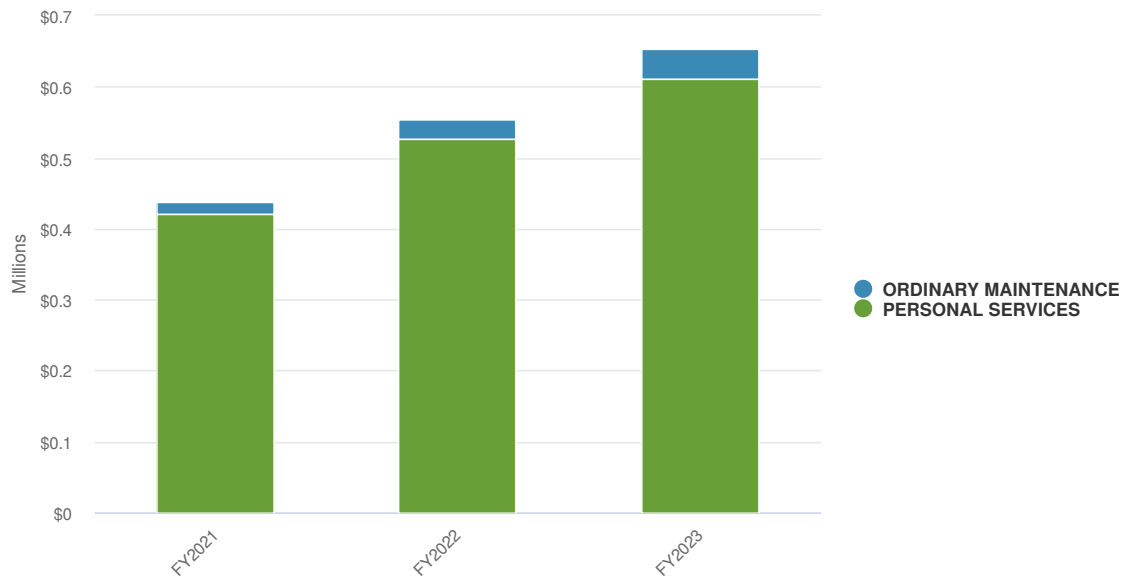
Ordinary Maintenance Changes

Ordinary Maintenance costs are projected up 62% for FY23.

- Includes \$15,000 for Vendor Data Management Software to track diversity of suppliers



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$522,614	\$382,682	\$608,004	\$85,390
OVERTIME	\$0		\$1,000	\$1,000
LONGEVITY	\$0	\$0	\$250	\$250
HOLIDAYS NON-UNION	\$3,257	\$2,669	\$954	-\$2,303
HOLIDAYS - S.M.E.A.	\$854	\$853	\$216	-\$638
UNIFORM ALLOWANCE	\$700	\$700	\$700	\$0
Total PERSONAL SERVICES:	\$527,425	\$386,904	\$611,124	\$83,699
ORDINARY MAINTENANCE				
R&M - OFFICE EQUIPMENT	\$100	\$0	\$100	\$0
R&M - SERVICE CONTRACTS	\$920	\$731	\$920	\$0
RENTAL-WATER COOLER	\$300	\$80	\$300	\$0
EMPLOYEE TRAINING COURSES	\$300	\$0	\$300	\$0
ADVERTISING	\$8,500	\$4,889	\$8,500	\$0
TUITION	\$4,000	\$3,539	\$4,000	\$0
SOFTWARE SERVICES	\$0	\$0	\$15,500	\$15,500
OFFICE SUPPLIES	\$9,800	\$5,739	\$9,800	\$0
PRINTING & STATIONERY	\$100	\$0	\$100	\$0
OFFICE FURNITURE NOT CAPITALIZ	\$900	\$2,574	\$1,600	\$700
MAGAZINES/SUBSCRIPTS/PUB	\$150	\$129	\$150	\$0
IN STATE TRAVEL	\$300	\$127	\$300	\$0
DUES AND MEMBERSHIPS	\$975	\$880	\$1,075	\$100
Total ORDINARY MAINTENANCE:	\$26,345	\$18,687	\$42,645	\$16,300



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Total Expense Objects:	\$553,770	\$405,591	\$653,769	\$99,999

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Administrative Assistant SMEA B	2022-07-01	1	100%	\$62,076	\$62,545	ADMN2A
Senior Procurement Manager	2022-07-01	1	100%	\$83,136	\$83,296	NU9
Principal Clerk	2022-07-01	1	100%	\$50,400	\$51,097	CLER3
Senior Procurement Manager (New)	2022-10-01	1	100%	\$61,128	\$61,246	NU9
Deputy Chief Procurement Officer	2022-07-01	1	100%	\$84,792	\$84,955	NU9
Construction Procurement Mgr	2022-07-01	1	100%	\$72,048	\$72,187	NU10
Procurement Analyst	2022-07-01	1	100%	\$72,048	\$72,187	NU10
Chief Procurement Officer	2022-07-01	1	100%	\$122,376	\$122,611	NU5



Assessing

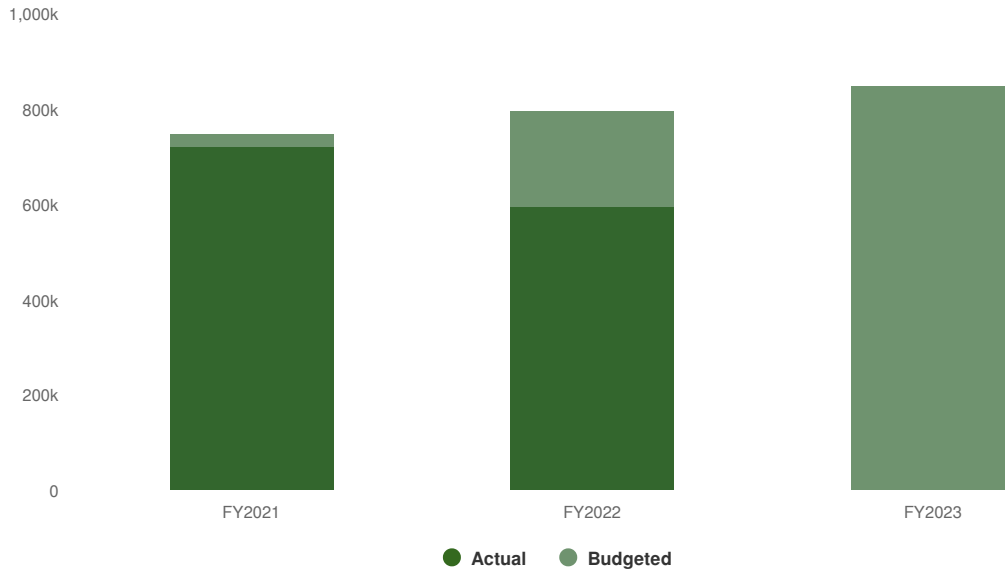
Board of Assessors

To provide taxpayers and the general public with the best professional service and information available about property assessments in the City. Efficient and effective assistance allows taxpayers, the public, other City departments, and state agencies to maintain the highest level of confidence in the Assessors and their data.

Expenditures Summary

\$850,343 **\$55,874**
(7.03% vs. prior year)

Assessing Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

The Board of Assessors has three primary goals and measures of success during each fiscal year. The first goal is to ensure the accuracy of real property valuation through performing permit entry and collection, sales verification, deed entry, handle abatements for overvaluation, and cyclical re-inspection. This is done by our assistant assessors. Secondly the Board of Assessors mission remains the same moving forward. We will meet the Department of Revenues Guidelines in this year's Interim Valuation.

Our third goal falls mainly on the shoulders of two Clerks who continue to meet the workload of three clerks in handling all motor vehicle excise, exemptions and general public questions and concerns. Next to these responsibilities they take care of the annual mailing on July 1, of all statutory personal exemptions and newly qualified residential exemption home- owners

Carla Rocha, our administrative assistant has been active in reorganizing the office and sending the back log of old records to the archive according to the Municipal Records Retention Schedules guide from the Secretary of the Commonwealth of Massachusetts. This will optimize the access to our records, and space, making the office work more efficient. We already started moving documents to the archives in FY 22 (counting 70 banker boxes up to date).

Colleen MacMullin our new principal clerk has been successfully helping Carla out with all the clerical duties. It will be vital to hire a new senior clerk to continue to provide excellent customer service to our residents.

With the pandemic it has become more essential to improve our online communication toward the residents. In the current circumstances we cannot rely only at the counter interactions. This resulted in the following changes: In FY 2022 the assessing website was redesigned and simplified, to make the information more easily accessible for our residents. In the coming FY 23 we will continue to improve the assessing website. The same will be done for our annual tax update and all other customer material. Our new assistant assessor, Janneke Donovan-de Klerk, has been in charge of these changes, and will continue to be responsible for the communication side of the assessor's office.

The assessor's office continues to be short a senior clerk, and an assistant assessor.



Budget Detail

Personal Services Changes

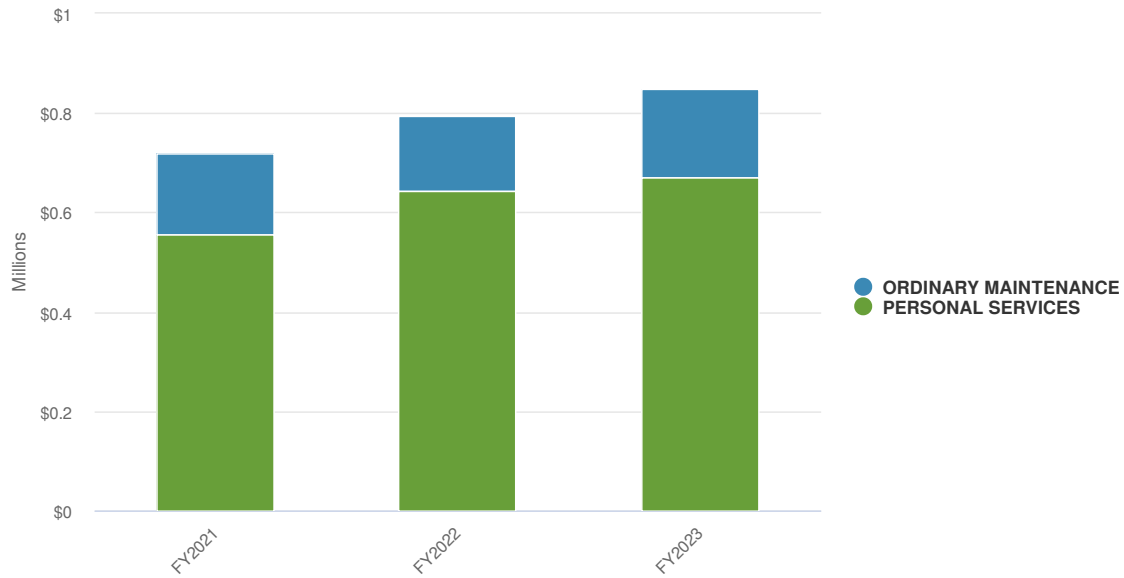
- Our Manager of Residential Assessment and our Assessor Analyst both retired in the last quarter of the calendar year 2021. Consequently, the Assessors with assistance of Human Resources were able to hire an internal candidate as our new Assessor Analyst. The Board also was fortunate to have our retired Assessor Analyst stay on as a Part-time 960 employee almost immediately after his retirement. This part-time hire was instrumental in the Assessing office not falling behind in the Assistant Assessors responsibilities at a crucial time in the fiscal year.
- As a retired Assessor Analyst his experience was invaluable in training the new Analyst in the field and more specifically in his neighborhoods. Once trained and confidently comfortable in her new position, he inherited the vacant Residential Managers neighborhoods, which he still responsibly covers until we fill that vacant Assistant Analyst Position.
- Above and beyond the retirements, hires, and coverage in the Assessing Office, we had a few promotions. Russell D'Auria was promoted to Manager of Residential Assessment from Sales/Personal Prop Analyst after eleven years of service. The newly hired Assessor Analyst was promoted into the vacated Sales/Personal Prop Analyst position after six impressive months in her new role. These well-deserved promotions ultimately opened our Assessor Analyst position once again, which was recently offered to a qualified candidate and is pending Human Resource due diligence approval.
- On the Administrative side of the office, we sadly had the tragic passing of Teresa Nunziato due to Covid in the fall. Teresa served the Assessors Office well for twenty-six years in both the Senior and Principal Clerk positions. Her Principal Clerk position was internally filled by Colleen MacMullin from our Senior Clerk position. Colleen has been an excellent addition to our clerical team. Carla Rocha the Administrative Assistant has done a tremendous job managing the clerical side of our office through the pandemic while being shorthanded the entire time. We recently offered our Senior Clerk position to an external candidate and is pending Human Resources approval. The Board of Assessors is beyond pleased with the administrative performance of Carla and Colleen through this difficult time.

Ordinary Maintenance Changes

- The most significant being the added Personal Property Audit line. This line will allow the Board of Assessors to have an expert annually inspect and review our largest personal property accounts. Our personal property vendor, Real Estate Research Consultants are competent and thorough and handle most communities' personal property throughout the commonwealth. This contracted expert would add a greater understanding to our new Life Science Buildings, specifically Lab/Office. The expectation would be a much greater detailed review of what we should be capturing in tax dollars beyond the submitted Form of List we receive from all business owners annually city wide.
- Another increased line that's overdue in the Board of Assessors review is Tuition. The Board has insufficiently funded the education of our staff for my entire tenure as Chief. The standard is one class for each employee over the course of the Fiscal year. As we approach a full staff into Fiscal Year 2023, nine staff members at roughly \$600+/- a class equals the \$5500 request. This is general practice throughout the Commonwealth to educate, sustain and improve our employees' positions annually.
- All other increases to our OM lines are related to the increases of annual contracts and or increased costs in supplies, conferences, and dues.



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$617,376	\$480,276	\$616,368	-\$1,008
SALARIES - MONTHLY	\$19,308	\$16,090	\$19,308	\$0
SALARIES & WAGES TEMPORARY	\$0	\$20,340	\$34,000	\$34,000
LONGEVITY	\$1,700	\$850	\$0	-\$1,700
HOLIDAYS NON-UNION	\$3,513	\$3,135	\$875	-\$2,638
HOLIDAYS - S.M.E.A.	\$1,222	\$808	\$292	-\$930
UNIFORM ALLOWANCE	\$1,050	\$700	\$1,050	\$0
Total PERSONAL SERVICES:	\$644,169	\$522,199	\$671,893	\$27,724
ORDINARY MAINTENANCE				
R&M - OFFICE EQUIPMENT	\$500	\$0	\$500	\$0
R&M - SERVICE CONTRACTS	\$500	\$440	\$500	\$0
RENTAL-WATER COOLER	\$400	\$216	\$400	\$0
PROFESSIONAL & TECHNICAL SVC	\$51,000	\$29,320	\$52,400	\$1,400
LEGAL SERVICES	\$20,000	\$7,000	\$20,000	\$0
ADVERTISING	\$500	\$0	\$500	\$0
PROPERTY DATA SERVICES	\$25,000	\$22,297	\$27,500	\$2,500
APPRAISALS	\$30,000	\$1,050	\$30,000	\$0
TUITION	\$2,750	\$2,300	\$5,500	\$2,750
PERSONAL PROPERTY AUDIT		\$0	\$20,000	\$20,000
POSTAGE	\$7,500	\$4,399	\$7,500	\$0
OFFICE SUPPLIES	\$2,750	\$969	\$3,750	\$1,000
PRINTING & STATIONERY	\$1,500	\$1,011	\$1,500	\$0



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
COMPUTER EQUIPMENT NOT CAPITAL	\$1,000	\$0	\$1,000	\$0
BOOKS & BOOKBINDING	\$500	\$0	\$500	\$0
ONLINE SUBSCRIPTION	\$1,500	\$1,595	\$1,800	\$300
MAGAZINES/SUBSCRIPTS/PUB	\$1,050	\$1,028	\$1,050	\$0
UNIFORMS	\$500	\$467	\$500	\$0
IN STATE TRAVEL	\$1,000	\$0	\$1,000	\$0
IN STATE CONFERENCES	\$800	\$0	\$800	\$0
DUES AND MEMBERSHIPS	\$650	\$643	\$850	\$200
RECORDINGS	\$900	\$105	\$900	\$0
Total ORDINARY MAINTENANCE:	\$150,300	\$72,839	\$178,450	\$28,150
Total Expense Objects:	\$794,469	\$595,039	\$850,343	\$55,874

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Administrative Assistant SMEA B	2022-07-01	1	100%	\$61,452	\$61,920	ADMN2A
Principal Clerk	2022-07-01	1	100%	\$49,404	\$49,849	CLER3
Chief Assessor & Chair of Board of Assessors	2022-07-01	1	100%	\$138,384	\$138,650	NU3
Board of Assessors Member	2022-07-01	1	100%	\$9,654	\$9,654	
Assessor Analyst	2022-08-01	1	100%	\$64,746	\$64,871	NU10
1200 Employee	2022-07-01	1	100%	\$34,000	\$34,000	
Director of Commercial Assessments	2022-07-01	1	100%	\$92,256	\$92,433	NU8
Sales/Personal Prop Analyst	2022-07-01	1	100%	\$76,452	\$76,599	NU10
Senior Clerk	2022-08-01	1	100%	\$40,931	\$41,360	CLER4
Manager of Residential Assessments	2022-07-01	1	100%	\$83,136	\$83,296	NU9
Board of Assessors Member	2022-07-01	1	100%	\$9,654	\$9,654	



Grants Development & External Funds

The Grants' office has two main functions:

- Seeking out and applying for public and private funds in collaboration with City departments to support new and existing programs and projects, thus augmenting the City's budget; and
- Managing and maximizing the City's approximately \$90 million in pandemic and post-pandemic federal funds, including an allocation of \$77 million in American Rescue Plan Act (ARPA) funds, the City's FEMA Public Assistance fund, and the City's CARES Act Coronavirus Relief Fund (Municipal Program).

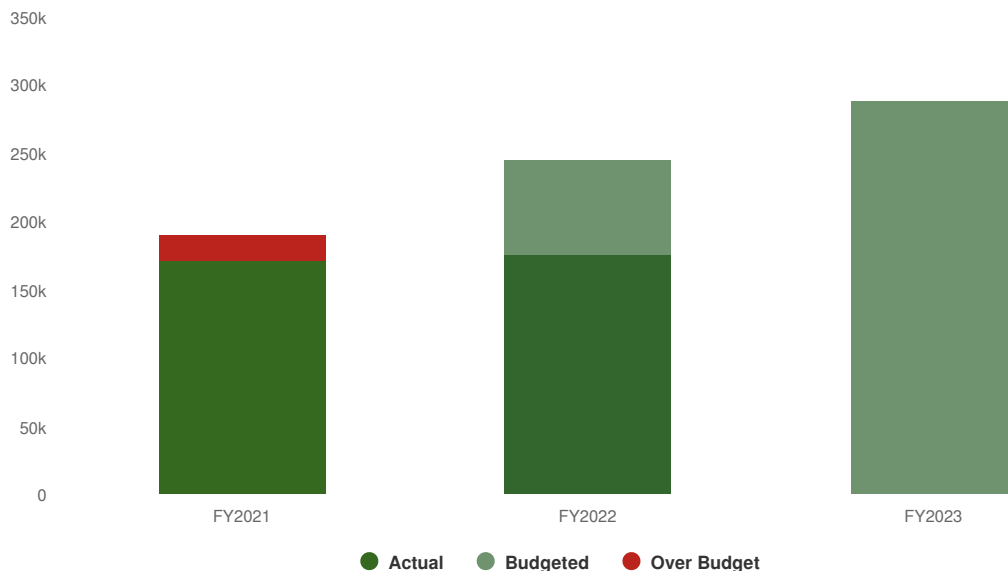
The department's development work includes identifying and assessing potential funding opportunities; working with City staff to develop and design projects and programs that are viable, achievable, and represent the goals and values established by municipal leadership, our constituents, and community partners; and crafting competitive proposals in partnership with City departments.

Pandemic and post-pandemic recovery grant administration, which was a role taken on in the Spring of 2020 by the Director, includes strategizing with City leadership on how to best utilize and leverage external funds and prioritize internal and external needs; managing and monitoring fund budgets; analyzing and interpreting federal and state grant guidance to ensure compliance with external regulations; and developing and implementing internal mechanisms and protocols to track costs, gather documentation, and meet reporting requirements established by federal and state agencies.

Expenditures Summary

\$287,967 **\$42,017**
(17.08% vs. prior year)

Grants Development Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Assist City departments with seeking out and securing grant funds to support and enhance their programmatic responses to municipal goals, municipal partnerships, and constituent needs	-Support the submission of at least 25 grants annually by providing City staff with resource identification, program development, research and writing, and submission assistance
Goal 2: Oversee fiscal management and administration of the City's \$77 million in ARPA funding	- Review and approve requests for funding, track projects, develop and execute subaward agreements, and process invoices for payment, while also gathering reporting materials to be provided back to the federal government to demonstrate adherence to programmatic guidance and federal policies.
Goal 3: Manage the FEMA Public Assistance fund through final expenditures, close-out, and the auditing phase of grant administration; oversee external audit requests for the CARES Act Coronavirus Relief Fund	Review expenditures for eligibility; track expenses; submit to FEMA for reimbursement, and respond to any queries. Provide City staff with updates on funding status, gather FEMA & CARES Act materials for the City's external auditors.

Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1: Ensure that City departments can obtain grant funds as needed to support and enhance their programmatic responses to municipal goals, municipal partnerships, and constituent needs	-Support the submission of at least 25 grants by providing City staff with resource identification, program development, research and writing, and submission assistance	In Progress
Goal 2: Manage ARPA, CARES Act, and other pandemic-related funds effectively, efficiently, and for purposes that adhere to federal guidance to maximize and leverage federal dollars and minimize audit risks	-Develop and implement processes and protocols to guide the utilization, documentation, and reporting of approximately \$90 million in funds in ways that provide the most impact and benefit for the City's constituents	In Progress

Budget Details

Personal Services Changes

Personal Services are projected up 8% for FY23.

- The increase is due to the conversion of the senior Grant Writer position to a new position, Deputy Director.

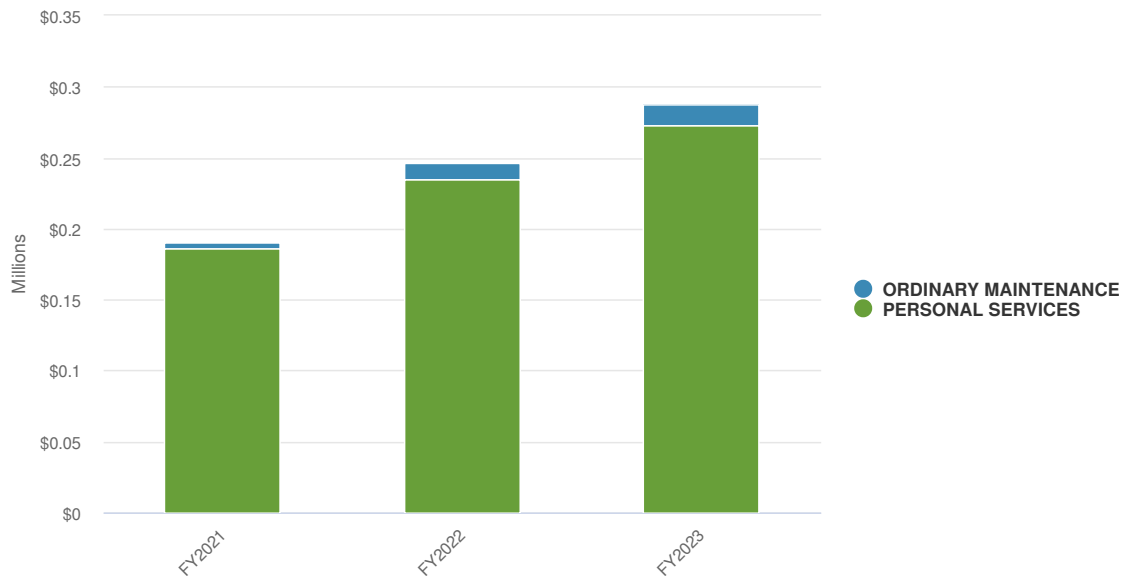
Ordinary Maintenance Changes

Ordinary Maintenance costs are projected up 20% for FY23.

- The increase is due to more funds being allocated to certain categories, most notably Employee Training Courses, Out-of-State Travel, and Out-of-State Conferences.



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$232,395	\$170,740	\$271,859	\$39,464
HOLIDAYS NON-UNION	\$1,905	\$1,565	\$508	-\$1,397
Total PERSONAL SERVICES:	\$234,300	\$172,305	\$272,367	\$38,067
ORDINARY MAINTENANCE				
DUES AND MEMBERSHIPS		\$0	\$1,300	\$1,300
PROFESSIONAL & TECHNICAL SVC	\$1,000	\$0	\$1,000	\$0
EMPLOYEE TRAINING COURSES	\$1,500	\$649	\$3,600	\$2,100
OFFICE SUPPLIES	\$1,000	\$214	\$1,250	\$250
PRINTING & STATIONERY	\$250	\$0	\$250	\$0
COMPUTER SUPPLIES	\$400	\$0	\$400	\$0
OFFICE FURNITURE NOT CAPITALIZ	\$2,500	\$1,000	\$2,000	-\$500
COMPUTER EQUIPMENT NOT CAPITAL	\$2,000	\$0	\$0	-\$2,000
MAGAZINES/SUBSCRIPTS/PUB	\$3,000	\$1,998	\$3,000	\$0
OUT OF STATE TRAVEL	\$0	\$0	\$1,700	\$1,700
OUT OF STATE CONFERENCES	\$0	\$0	\$1,100	\$1,100
Total ORDINARY MAINTENANCE:	\$11,650	\$3,861	\$15,600	\$3,950
Total Expense Objects:	\$245,950	\$176,166	\$287,967	\$42,017



Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Deputy Director - Grants Development	2022-07-01	1	100%	\$92,364	\$92,527	NU7
Director of Grants and External Funds	2022-07-01	1	100%	\$110,844	\$111,057	NU5
Grant Writer	2022-08-01	1	100%	\$68,651	\$68,783	NU11



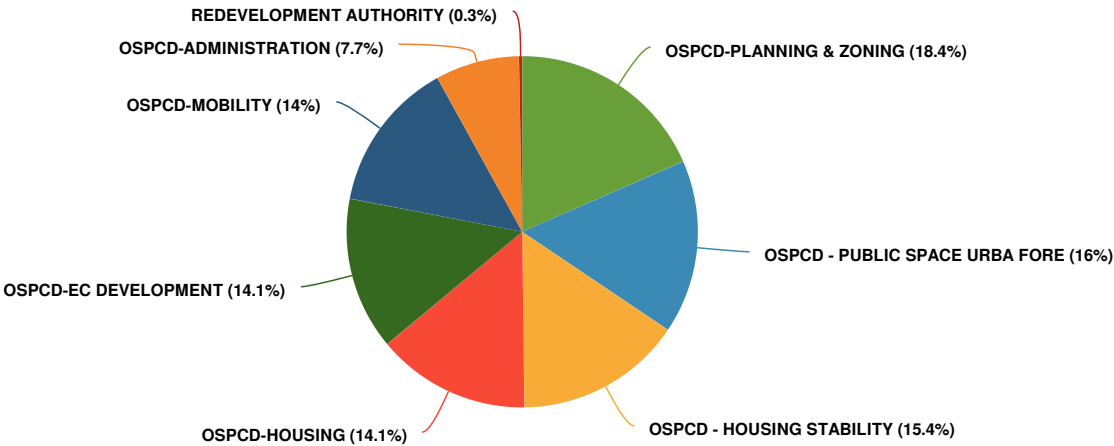
Office of Strategic Planning & Community Development

OSPCD Organizational Chart



Expenditures by Division

Budgeted Expenditures by Division



Budgeted and Historical Expenditures by Function



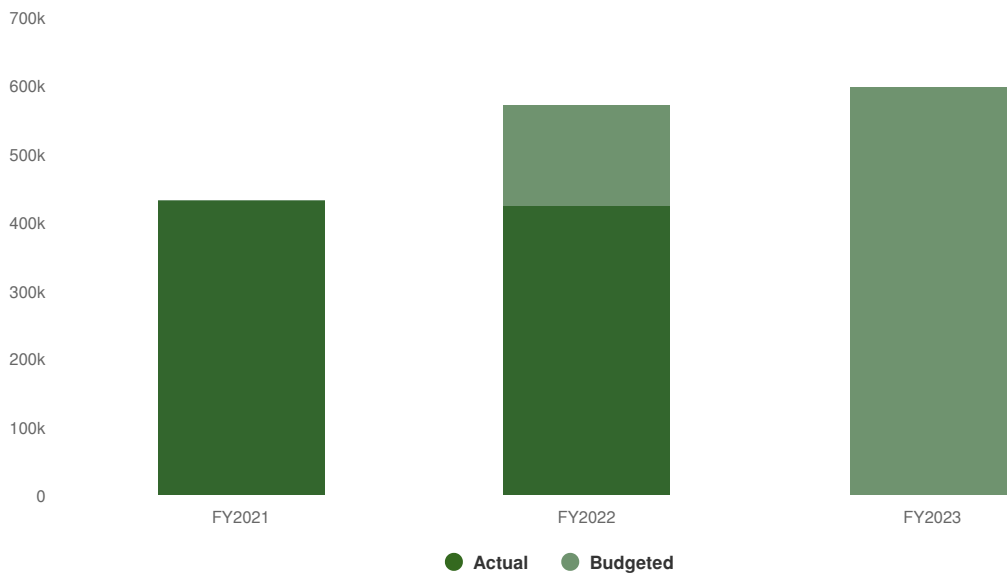
Administration (OSPCD)

The Mayor's Office of Strategic Planning and Community Development (OSPCD) is committed to making Somerville an even more exceptional place to live, work, play and raise a family by implementing the goals, policies, and actions of the SomerVision comprehensive plan. OSPCD seeks to enhance low and moderate income areas of the City, stimulate economic development, increase job opportunities, create future development opportunities, improve the City's neighborhoods, expand housing options, preserve and enhance Somerville's public space and urban forest and improve transportation access, with a focus on Somerville's long-term economic, environmental, and social quality of life.

Expenditures Summary

\$598,810 **\$25,762**
(4.50% vs. prior year)

Administration (OSPCD) Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.1: Strengthen OSPCD's capacity to foster equitable development and to implement programs and initiatives that address racial and social inequities in the city	-Hire and integrate into OSPCD operations a Strategic Planning and Equity Manager who be responsible for coordinating efforts to incorporate fair housing into zoning, supervising outreach and efforts to grow involvement of BIPOC residents in community planning efforts, and implementing a racial and social justice lens to OSPCD initiatives
Goal 1.2: Strengthen OSPCD's capacity to foster equitable development and to implement programs and initiatives that address racial and social inequities in the city	-Incorporate fair housing metrics into the new zoning ordinance
Goal 2: Continue to administer and disburse approximately \$3.5M in supplemental CARES act funding across the CDBG and ESG programs addressing Covid-19 related hardships in the area's of rental assistance, food security, workforce training, remote learning transitions, and other pandemic driven impacts	-Complete and close out existing contracts with our network of 16 local non-profits across 19 CARES Act contracts
Goal 3: Continue to promote and support the number and diversity of projects funded through the Community Preservation Act	-Increase applications received by 10%

Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1.1: Strengthen OSPCD's capacity to foster equitable development and to implement programs and initiatives that address racial and social inequities in the city	-Hire and integrate into OSPCD operations a Strategic Planning and Equity Manager who be responsible for coordinating efforts to incorporate fair housing into zoning, supervising outreach and efforts to grow involvement of BIPOC residents in community planning efforts, and implementing a racial and social justice lens to OSPCD initiatives	In Progress
Goal 1.2: Strengthen OSPCD's capacity to foster equitable development and to implement programs and initiatives that address racial and social inequities in the city	-Incorporate fair housing metrics into the new zoning ordinance	In Progress
Goal 2: Continue to administer and disburse approximately \$3.5M in supplemental CARES act funding across the CDBG and ESG programs addressing Covid-19 related hardships in the area's of rental assistance, food security, workforce training, remote learning transitions, and other pandemic driven impacts	-Complete and close out existing contracts with our network of 16 local non-profits across 19 CARES Act contracts	In Progress
Goal 3: Continue to promote and support the number and diversity of projects funded through the Community Preservation Act	-Increase applications received by 10%	In Progress



Budget Detail

Personal Services Changes

Personal Services are projected up 1% for FY23.

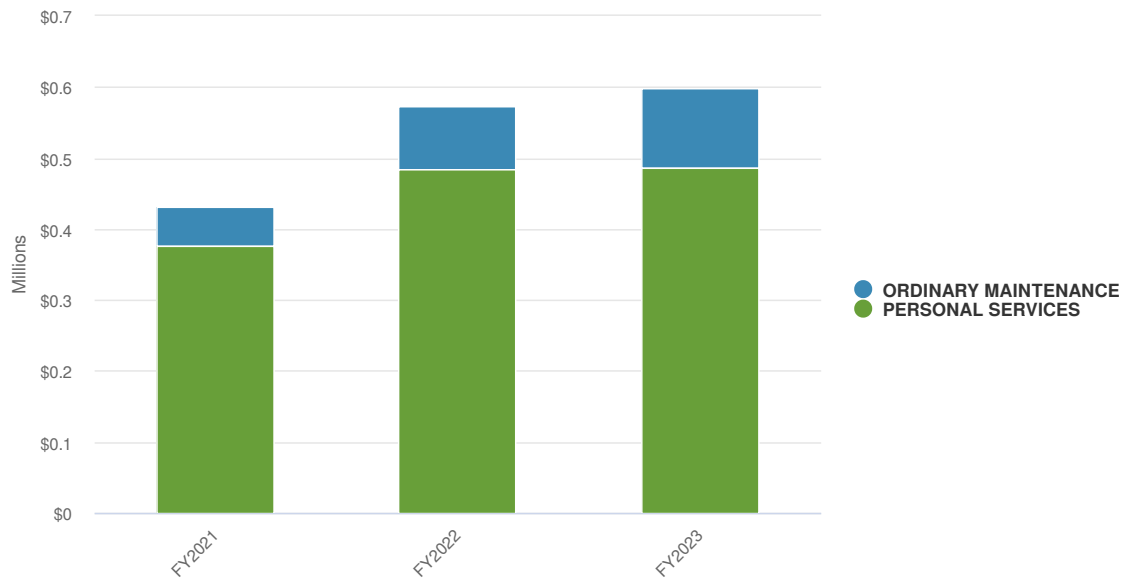
- Year over year changes reflect salary step increases and grant allocation shifts

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to increase 25% for FY23.

- The admin team continues build out the remote hotel operation model to accommodate new staff within existing office space constraints. Additional funds for IT equipment and office supplies and furniture are need to complete the reconfiguration.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$479,647	\$364,650	\$485,954	\$6,307
HOLIDAYS NON-UNION	\$3,801	\$934	\$756	-\$3,045
Total PERSONAL SERVICES:	\$483,448	\$365,584	\$486,710	\$3,262
ORDINARY MAINTENANCE				
R&M - SERVICE CONTRACTS	\$12,000	\$8,241	\$12,000	\$0
PROFESSIONAL & TECHNICAL SVC	\$15,000	\$0	\$15,000	\$0
ADVERTISING	\$500	\$0	\$500	\$0
STAFF DEVELOPMENT	\$15,000	\$580	\$15,000	\$0
SOFTWARE SERVICES	\$15,000	\$0	\$15,000	\$0
POSTAGE	\$250	\$279	\$250	\$0
ADMINISTRATION COSTS	\$750	\$330	\$750	\$0



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
OFFICE SUPPLIES	\$8,500	\$4,840	\$8,500	\$0
OFFICE FURNITURE NOT CAPITALIZ	\$5,000	\$12,308	\$15,000	\$10,000
COMPUTER EQUIPMENT NOT CAPITAL	\$5,000	\$20,601	\$10,000	\$5,000
FOOD SUPPLIES & REFRESHMT	\$100	\$500	\$100	\$0
MAGAZINES,NEWS,SUBSCRIPTS	\$0	\$300		\$0
IN STATE TRAVEL	\$1,000	\$0	\$1,500	\$500
IN STATE CONFERENCES	\$1,000	\$1,083	\$2,500	\$1,500
OUT OF STATE TRAVEL	\$5,000	\$5,984	\$7,500	\$2,500
OUT OF STATE CONFERENCES	\$5,000	\$3,064	\$7,500	\$2,500
DUES AND MEMBERSHIPS	\$250	\$706	\$500	\$250
RECORDINGS	\$250	\$810	\$500	\$250
Total ORDINARY MAINTENANCE:	\$89,600	\$59,625	\$112,100	\$22,500
Total Expense Objects:	\$573,048	\$425,209	\$598,810	\$25,762

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23	FY23 Total	
				Base Salary	Compensation	Grade
Executive Director of OSPCD	2022-07-01	1	90%	\$148,198	\$148,453	NU1
Strategic Planning & Equity Manager	2022-08-01	1	100%	\$89,650	\$89,822	NU6
Assistant City Solicitor	2022-08-01	1	75%	\$74,704	\$74,848	NU5
Executive Assistant	2022-07-01	1	90%	\$71,593	\$71,717	NU10
Senior Accountant	2022-07-01	1	40%	\$35,995	\$36,023	NU9
Director of Finance & Community Development	2022-07-01	1	25%	\$30,480	\$30,495	NU4
Senior Accountant	2022-07-01	1	30%	\$26,467	\$26,483	NU9
CPA Manager	2022-07-01	1	10%	\$8,867	\$8,869	NU8
Program Compliance Officer	2022-07-01	1	0%	\$0	\$0	NU11
Program Compliance Officer (PT 28Hrs)	2022-07-01	1	0%	\$0	\$0	NU11



Planning, Preservation, & Zoning

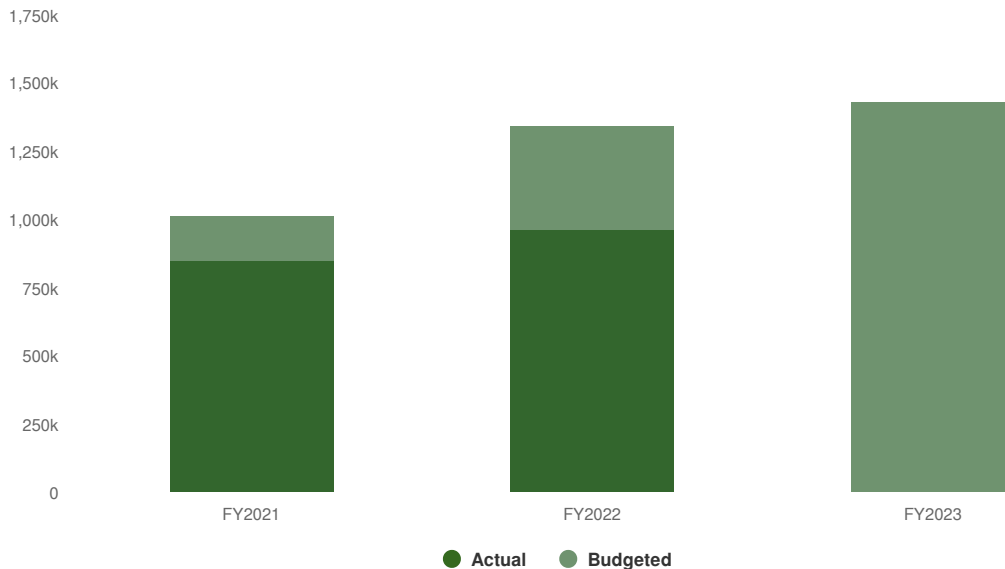
Sarah Lewis
Planning Director

The mission of the OSPCD Planning, Zoning, & Preservation division is to coordinate the long-range comprehensive growth for the city while protecting the unique built character and history of Somerville. We manage outreach and public engagement projects for infill and redevelopment plans from SomerVision through neighborhood planning to zoning, and we maintain the Somerville Zoning Ordinance to administer development review so proposals meet the City's goals of sustainability, diversity, opportunity, connectivity, and community.

Expenditures Summary

\$1,432,088 **\$91,283**
(6.81% vs. prior year)

Planning & Zoning Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Ensure that the Somerville Zoning Ordinance clearly establishes the City's expectation for development and reflects the vision and goals of SomerVision, Climate Forward, and Vision Zero.	N/A
1.1 Continue close collaboration with the City Council, especially through the Land Use Committee, to refine the ordinance by incorporating amendments and new concepts that support the City's goals.	Number of zoning ordinance amendments passed
1.2. Work with the Ward Councilors to establish additional zoning map amendments as needed to implement neighborhood planning efforts and SomerVision goals	Number of zoning map amendments passed in collaboration with Ward Councilors.
1.3 Establish an online Zoning Ordinance platform that is interactive with custom search tools, built-in calculators, coordinated with the City's GIS system, and easier to navigate for property owners and/or applicant teams.	New platform calibrated and active online
Goal 2: Maintain and enhance the City's transparent, streamlined, fair, efficient, and effective permit review process	N/A
2.1. Continue to implement a user-friendly online system for proposals requiring Board Review with a transparent interface for City Staff and viewing capabilities for the public to understand the review process and easily follow where a project is in the workflow	A user-friendly online system with a transparent interface for staff and the public.
2.2. Continue review and permitting of large multi-building master plan projects – such as Boynton Yards, Middlesex Avenue, and McGrath Highway sites - to ensure continued growth opportunities for the City.	Number of large multi-building master plan projects reviewed and permitted.
2.3. Support all Boards and Commissions under division purview with timely scheduling of meetings and delivery of review materials, preparation of agendas and meeting minutes, and staff reports and decisions.	Number of board meetings staffed, and cases processed.
Goal 3: Develop neighborhood plans based on community consensus that inform zoning and provide predictable outcomes through the “Somerville by Design” process.	N/A
3.1 Increase the capacity of the division to better manage the permitting workload in order to allow the division to focus on long-range neighborhood planning activities.	Add additional planners.
3.2. Develop a Station Area Plan for Ball Square in preparation of future zoning to permit additional development density at the forthcoming Green Line station.	Ball Square Station Area Plan developed.
3.3. Undertake a major planning initiative for the Union East/Milk Square area to coordinate the Union Square Neighborhood Plan, the plans by Mass DOT for grounding McGrath Highway, and the BrickBottom Small Area Plan.	Union East/Milk Square coordinated planning initiative underway.
Goal 4: Celebrate, promote, and protect the important history and historic elements of Somerville.	N/A
4.1. Provide support to the Somerville Historic Preservation Commission for Local Historic Districts and Demolition Review proposals.	Number of Somerville Historic Preservation Commission for modifications to Local Historic District properties and Demolition Review applications reviewed.
4.2. Administer the CPA-funded Historic District Homeowner Small Grant Fund.	Dollars of CPA-funded grants administered.
4.3. Organize, arrange, and manage educational preservation activities, awards and celebrations of historic events, and outreach projects	Number of Preservation activities, events, and projects undertaken.



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1.1: Continue close collaboration with the City Council, especially through the Land Use Committee, to refine the ordinance by incorporating amendments and new concepts that support the City's goals.	Number of zoning ordinance amendments passed.	In Progress
Goal 1.2: Work with the Ward Councilors to establish additional zoning map amendments as needed to implement neighborhood planning efforts and SomerVision goals.	Number of zoning map amendments passed in collaboration with Ward Councilors.	In Progress
Goal 1.3: Increase capacity of the division allowing one planner to become a city-wide land use policy coordinator ensuring that all policies related to zoning issues are correlated to avoid redundancy or internal conflicts.	Establish a planner position dedicated to maintaining the zoning ordinance and other land use policies while serving as a liaison to the Land Use Committee of the City Council.	Complete
Goal 2.1: Create and implement a user-friendly online system for proposals requiring Board Review with a transparent interface for City Staff and viewing capabilities for the public to understand the review process and easily follow where a project is in the workflow.	A user-friendly online system with a transparent interface for staff and the public.	Complete
Goal 2.2: Continue review and permitting (even remotely during the closure of City Hall) of large multi-building master plan projects – such as Boynton Yards, Middlesex Avenue, and McGrath Highway sites - to ensure continued growth opportunities for the City.	Number of large multi-building master plan projects reviewed and permitted.	In Progress
Goal 2.3: Support all Boards and Commissions under division purview with timely scheduling of meetings and delivery of review materials, preparation of agendas and meeting minutes, and staff reports and decisions.	Number of board meetings staffed, and cases processed.	In Progress
Goal 3.1: Develop a Station Area Plan for Ball Square in preparation of future zoning to permit additional development density at the forthcoming Green Line station.	Ball Square Station Area Plan developed.	Not Started
Goal 3.2: Undertake a major planning initiative for the Union East area to coordinate the Union Square Neighborhood Plan, the plans by Mass DOT for grounding McGrath Highway, and the BrickBottom Vision Plan.	Union East coordinated planning initiative underway.	On Hold
Goal 3.3: Prepare a Lower Broadway Infill Study to include improved multi-modal mobility connections to Assembly Square and the Sullivan Square MBTA Station.	Lower Broadway Infill Study completed.	Not Started
Goal 4.1: Provide support to the Somerville Historic Preservation Commission for Local Historic Districts and Demolition Review proposals.	Number of Somerville Historic Preservation Commission for modifications to Local Historic District properties and Demolition Review applications reviewed.	In Progress
Goal 4.2: Administer the CPA-funded Historic District Homeowner Small Grant Fund.	Dollars of CPA-funded grants administered.	On Hold
Goal 4.3: Organize, arrange, and manage educational preservation activities, awards and celebrations of historic events, and outreach projects.	Number of Preservation activities, events, and projects undertaken.	In Progress



Budget Detail

Personal Services Changes

Personal Services are projected to increase 1% for FY23.

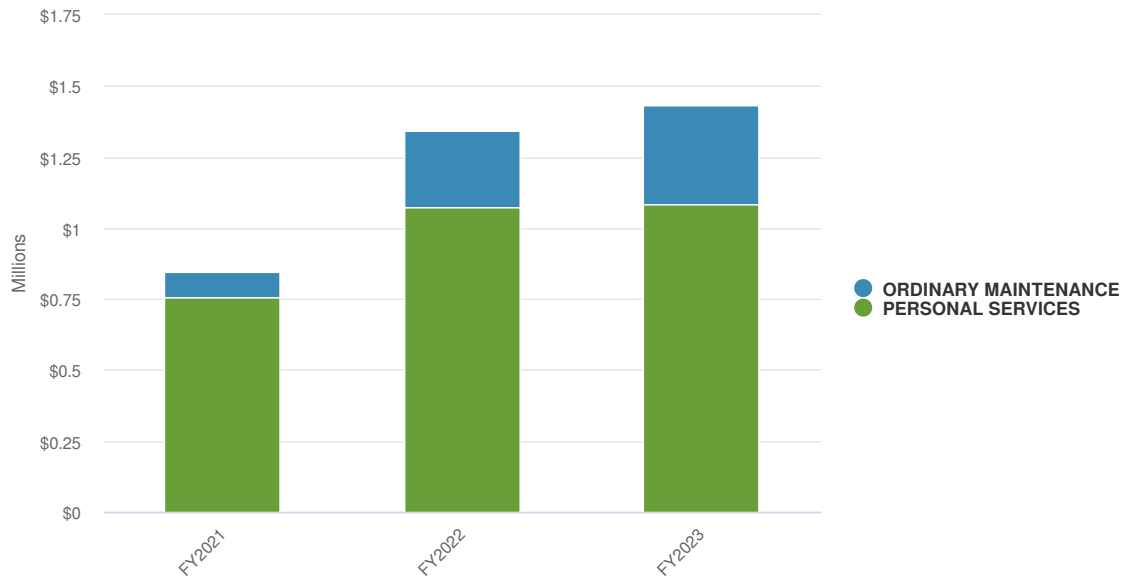
- Mainly due to step increases and staff turnover

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to increase 31% for FY23.

- \$70,000 for a new Online Zoning Ordinance Interface software
- \$11,000 for a professional Minute Taker (P&T) as a pilot program for other departments, boards, and commissions

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$988,803	\$794,632	\$964,911	-\$23,892
SALARIES - MONTHLY	\$78,917	\$57,838	\$78,422	-\$495
SALARIES & WAGES TEMPORARY	\$0	\$804	\$40,000	\$40,000
HOLIDAYS NON-UNION	\$7,705	\$6,658	\$1,855	-\$5,850
Total PERSONAL SERVICES:	\$1,075,425	\$859,932	\$1,085,188	\$9,763
ORDINARY MAINTENANCE				
RENTAL - BUILDINGS	\$500	\$0	\$500	\$0
RENTAL - TABLES & CHAIRS	\$100	\$0	\$100	\$0
PROFESSIONAL & TECHNICAL SVC	\$250,000	\$85,621	\$261,520	\$11,520
ADVERTISING	\$3,000	\$295	\$3,000	\$0
SOFTWARE SERVICES	\$2,000	\$14,693	\$72,000	\$70,000



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
POSTAGE	\$100	\$0	\$100	\$0
SUPPLIES	\$250	\$19	\$250	\$0
PRINTING & STATIONERY	\$2,680	\$250	\$2,680	\$0
FOOD SUPPLIES & REFRESHMT	\$100	\$0	\$100	\$0
ONLINE SUBSCRIPTION	\$5,000	\$3,195	\$5,000	\$0
DUES AND MEMBERSHIPS	\$1,500	\$521	\$1,500	\$0
RECORDINGS	\$150	\$105	\$150	\$0
Total ORDINARY MAINTENANCE:	\$265,380	\$104,698	\$346,900	\$81,520
Total Expense Objects:	\$1,340,805	\$964,631	\$1,432,088	\$91,283

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Director Planning And Zoning	2022-07-01	1	100%	\$121,920	\$122,154NU4	
Deputy Director of Planning & Zoning	2022-07-01	1	100%	\$107,976	\$108,183NU6	
Senior Planner	2022-07-01	1	100%	\$96,096	\$96,281NU7	
Senior Planner	2022-07-01	1	100%	\$94,212	\$94,393NU7	
Senior Planner	2022-07-01	1	100%	\$94,212	\$94,393NU7	
Planner	2022-07-01	1	100%	\$84,792	\$84,955NU9	
Planner	2022-07-01	1	100%	\$83,136	\$83,296NU9	
Planner	2022-07-01	1	100%	\$83,136	\$83,296NU9	
Planner	2022-07-01	1	100%	\$83,136	\$83,296NU9	
Outreach Coord Plan & Zoning	2022-08-01	1	100%	\$59,763	\$59,878NU11	
Administrative Assistant Non-Union	2022-07-01	1	100%	\$56,532	\$56,641NU12	
Historic Events Planner (1,200 employee)	2022-07-01	1	100%	\$40,000	\$40,000	
MPO Representative	2022-07-01	1	100%	\$10,000	\$10,000	
Planning Board Member Chair	2022-07-01	1	100%	\$6,224	\$6,224	
Appeals Board Member Chair	2022-07-01	1	100%	\$6,224	\$6,224	
Appeals Board Member	2022-07-01	1	100%	\$5,944	\$5,944	
Planning Board Member	2022-07-01	1	100%	\$5,944	\$5,944	
Planning Board Member	2022-07-01	1	100%	\$5,944	\$5,944	
Planning Board Member	2022-07-01	1	100%	\$5,944	\$5,944	
Appeals Board Member	2022-07-01	1	100%	\$5,944	\$5,944	
Appeals Board Member	2022-07-01	1	100%	\$5,944	\$5,944	
Planning Board Member	2022-07-01	1	100%	\$5,944	\$5,944	
Appeals Board Member	2022-07-01	1	100%	\$2,972	\$2,972	
Planning Board Alternate	2022-07-01	1	100%	\$2,972	\$2,972	
Appeals Board Alternate	2022-07-01	1	100%	\$2,972	\$2,972	
Planning Board Alternate	2022-08-01	1	100%	\$2,724	\$2,724	
Appeals Board Alternate	2022-08-01	1	100%	\$2,724	\$2,724	



Housing

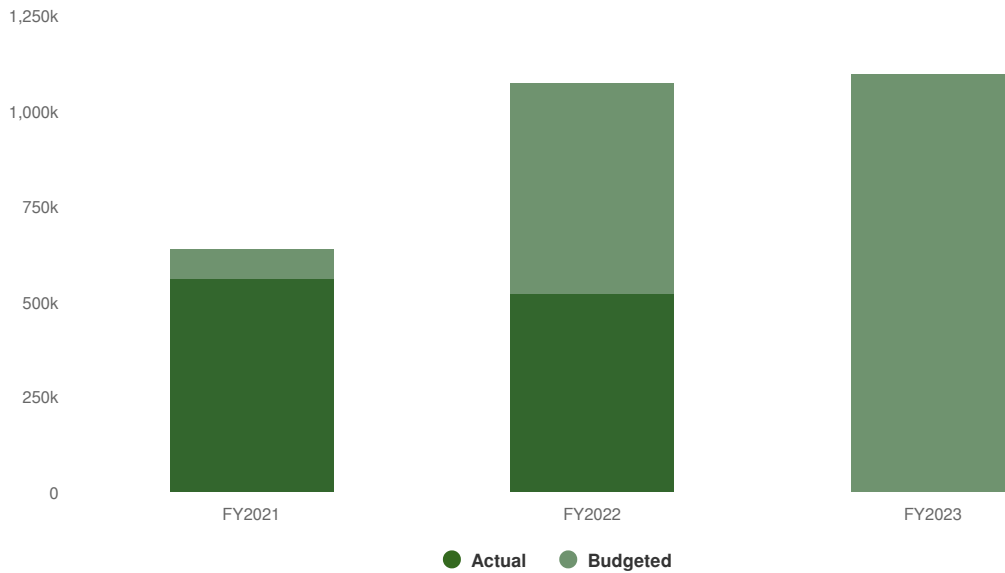
Housing Director

The Housing Division is responsible for delivering safe, affordable, and sustainable housing for Somerville residents. In serving this mission, it administers programs and/or funding for Affordable Rental and Homeownership Opportunities (known as Inclusionary Housing), Heat System Replacement and Housing Rehab, Lead Paint Abatement, and Residential Energy Efficiency efforts. The Division's staff also support three boards and commissions and serve as a liaison to the Balance of State Continuum of Care (CoC), which provides services and housing for homeless individuals and families.

Expenditures Summary

\$1,097,927 **\$24,932**
(2.32% vs. prior year)

Housing Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.1: Preserve and expand an integrated, balanced mix of safe, affordable and environmentally sound rental and homeownership units for households of all sizes and types from diverse social and economic groups	-Resume preservation through acquisition efforts: 100 Homes program had averaged roughly 10 units per year over the program's first 5 years of operation.
Goal 1.2: Preserve and expand an integrated, balanced mix of safe, affordable and environmentally sound rental and homeownership units for households of all sizes and types from diverse social and economic groups	-Identify and address lead hazards in 25 housing units through lead paint program redesigned to continue with CDBG funding (following close-out of HUD-funded lead grant).
Goal 1.3: Preserve and expand an integrated, balanced mix of safe, affordable and environmentally sound rental and homeownership units for households of all sizes and types from diverse social and economic groups	-Reach at least 20 housing units through the Heat System Replacement and Rehab program. (Goal could increase, depending on availability of ARPA funding to supplement CDBG funds.)
Goal 1.4: Preserve and expand an integrated, balanced mix of safe, affordable and environmentally sound rental and homeownership units for households of all sizes and types from diverse social and economic groups	-Support implementation of the Rental Building and Energy Efficient Standards Initiative (RBEES) ordinance
Goal 2.1: Promote mixed-use, mixed-income transit-oriented development (TOD) to provide new housing and employment options	-Fund at least one new mixed use, mixed-income construction project to generate an estimated 30 to 35 housing units.
Goal 2.2: Promote mixed-use, mixed-income transit-oriented development (TOD) to provide new housing and employment options	-Support work by the Somerville Community Land Trust to address racial disparities in home mortgages, including through programs like Boston's One+ program to increase assistance for first-time and low-income home buyers
Goal 3.1: Mitigate displacement of low and moderate income residents by retaining existing affordable stock and by policies that allow residents to remain in Somerville	-Complete Phases 2: Community Engagement and Phase 3: Implementation of the consolidated waitlist for affordable rental housing
Goal 3.2: Mitigate displacement of low and moderate income residents by retaining existing affordable stock and by policies that allow residents to remain in Somerville	-Continue implementation of changes to zoning brought about by the December 2019 zoning overhaul



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1.1: Preserve and expand an integrated, balanced mix of safe, affordable and environmentally sound rental and homeownership units for households of all sizes and types from diverse social and economic groups	-Expand preservation through acquisition efforts: 100 Homes program has averaged roughly 10 units per year over the past 5 years. Increase that average by 5 percent, to at least 15 units to be acquired in FY22	In Progress
Goal 1.2: Preserve and expand an integrated, balanced mix of safe, affordable and environmentally sound rental and homeownership units for households of all sizes and types from diverse social and economic groups	-Identify and address lead hazards in 30 housing units through the Lead Paint Safe Somerville program and HUD-funded Healthy Home grant; this is an increase of 5 units compared to FY21 totals	Complete
Goal 1.3: Preserve and expand an integrated, balanced mix of safe, affordable and environmentally sound rental and homeownership units for households of all sizes and types from diverse social and economic groups	-Reach 20 housing units through the Heat System Replacement and Rehab program	Complete
Goal 1.4: Preserve and expand an integrated, balanced mix of safe, affordable and environmentally sound rental and homeownership units for households of all sizes and types from diverse social and economic groups	-Support implementation of the Rental Building and Energy Efficient Standards Initiative (RBEEs) ordinance	In Progress
Goal 2.1: Promote mixed-use, mixed-income transit-oriented development (TOD) to provide new housing and employment options	-Fund at least one new mixed use, mixed-income construction project to generate an estimated 30 to 35 housing units	In Progress
Goal 2.2: Promote mixed-use, mixed-income transit-oriented development (TOD) to provide new housing and employment options	-Support work by the Somerville Community Land Trust to address racial disparities in home mortgages, including programs like Boston's One+ program to increase assistance for first-time and low-income home buyers	In Progress
Goal 3.1: Mitigate displacement of low and moderate income residents by retaining existing affordable stock and by policies that allow residents to remain in Somerville	-Complete Phases 2: Community Engagement and Phase 3: Implementation, of the consolidated waitlist for affordable rental housing	In Progress
Goal 3.2: Mitigate displacement of low and moderate income residents by retaining existing affordable stock and by policies that allow residents to remain in Somerville	-Complete implementation of changes to zoning brought about by the December 2019 zoning overhaul; remaining measures include posting the 3rd unit-in-NR districts policy and posting rent, homeownership, and fractional payment calculations	Complete

Budget Detail

Personal Services Changes

Personal Services are projected to increase 2% for FY23.

- New Clean Green Energy Efficiency Rehab Program Manager
- Grant Allocation shifts from expiring lead grants
- Current staffing step increases and turnover

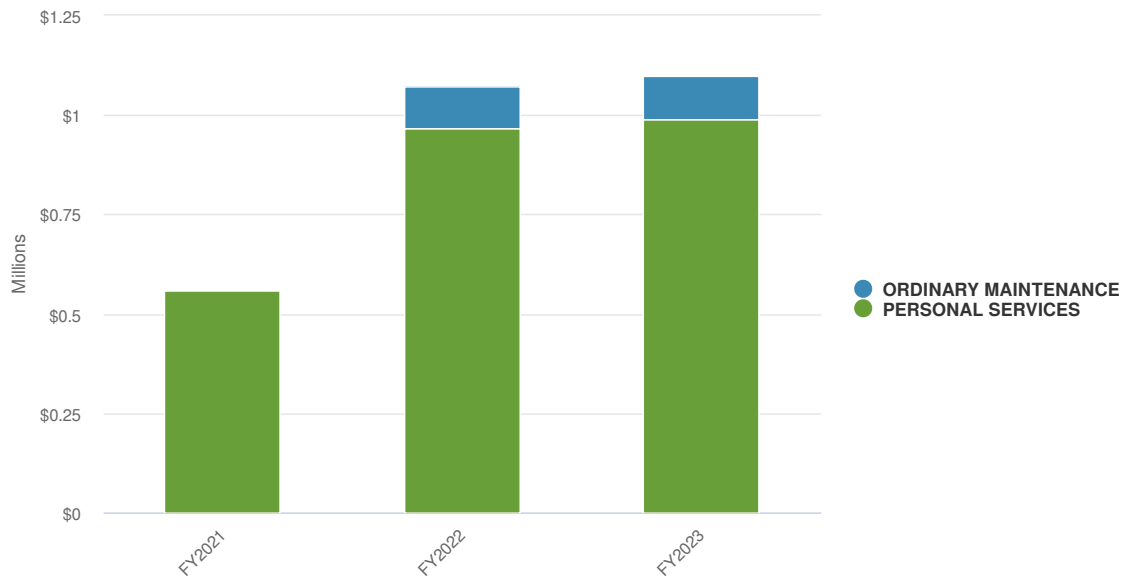
Ordinary Maintenance Changes

Ordinary Maintenance costs are level funded for FY23.

- Main program areas of focus will include continuing work on:
 - Consolidated Waitlist development and implementation
 - 2,000 Homes program development and refinement
 - Joint collaboration with economic development on jobs/housing linkage nexus study



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$938,248	\$504,350	\$960,377	\$22,129
SALARIES - MONTHLY	\$19,260	\$14,778	\$19,260	\$0
SALARIES & WAGES TEMPORARY	\$1,500	\$0	\$9,600	\$8,100
HOLIDAYS NON-UNION	\$7,037	\$2,540	\$1,740	-\$5,297
Total PERSONAL SERVICES:	\$966,045	\$521,669	\$990,977	\$24,932
ORDINARY MAINTENANCE				
PROFESSIONAL & TECHNICAL SVC	\$105,000	\$0	\$105,000	\$0
ADVERTISING	\$500	\$0	\$500	\$0
POSTAGE	\$250	\$0	\$250	\$0
PRINTING & STATIONERY	\$0	\$31	\$0	\$0
FOOD SUPPLIES & REFRESHMENTS	\$100	\$0	\$100	\$0
UNIFORMS	\$150	\$0	\$150	\$0
IN STATE TRAVEL	\$200	\$0	\$200	\$0
DUES AND MEMBERSHIPS	\$750	\$300	\$750	\$0
Total ORDINARY MAINTENANCE:	\$106,950	\$331	\$106,950	\$0
Total Expense Objects:	\$1,072,995	\$521,999	\$1,097,927	\$24,932



Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23	FY23 Total	
				Base Salary	Compensation	Grade
Director of Housing	2022-07-01	1	90%	\$109,728	\$109,918	NU4
Housing Policy Coordinator	2022-07-01	1	100%	\$83,136	\$83,296	NU9
Housing Development Program Manager	2022-08-01	1	100%	\$79,684	\$79,837	NU8
Inclusionary Housing Program Manager	2022-08-01	1	100%	\$74,712	\$74,856	NU9
Program Compliance Officer	2022-07-01	1	100%	\$70,572	\$70,708	NU11
Clean Green Program Manager (New)	2022-10-01	1	100%	\$69,273	\$69,406	NU7
Inclusionary Housing Specialist	2022-07-01	1	100%	\$66,504	\$66,632	NU11
Program Specialist	2022-07-01	1	100%	\$66,504	\$66,632	NU11
Affordable Housing Coordinator	2022-07-01	1	90%	\$64,843	\$64,956	NU10
Housing Grants Manager	2022-07-01	1	65%	\$61,238	\$61,315	NU7
Paralegal	2022-08-01	1	100%	\$59,763	\$59,878	NU11
Assistant Director of Housing & Housing Counsel	2022-07-01	1	48%	\$53,205	\$53,275	NU5
Housing Intake Specialist	2022-08-01	1	100%	\$50,809	\$50,907	NU12
Administrative Assistant Non Union	2022-08-01	1	100%	\$49,808	\$49,904	NU12
Housing Compliance Officer	2022-08-01	1	50%	\$29,776	\$29,876	NU11
1200 Employee (OSPCD Admin)	2022-07-01	1	100%	\$9,600	\$9,600	
Condo Rev Board Member Chair	2022-07-01	1	100%	\$3,996	\$3,996	
Condo Rev Board Member	2022-07-01	1	100%	\$3,816	\$3,816	
Condo Rev Board Member	2022-07-01	1	100%	\$3,816	\$3,816	
Condo Rev Board Member	2022-07-01	1	100%	\$3,816	\$3,816	
Condo Rev Board Member	2022-07-01	1	100%	\$3,816	\$3,816	
Clean Green Project Manager	2022-07-01	1	0%	\$0	\$0	NU9
Clean Green Project Coordinator	2022-07-01	1	0%	\$0	\$0	NU11



Housing Stability

Ellen Shachter

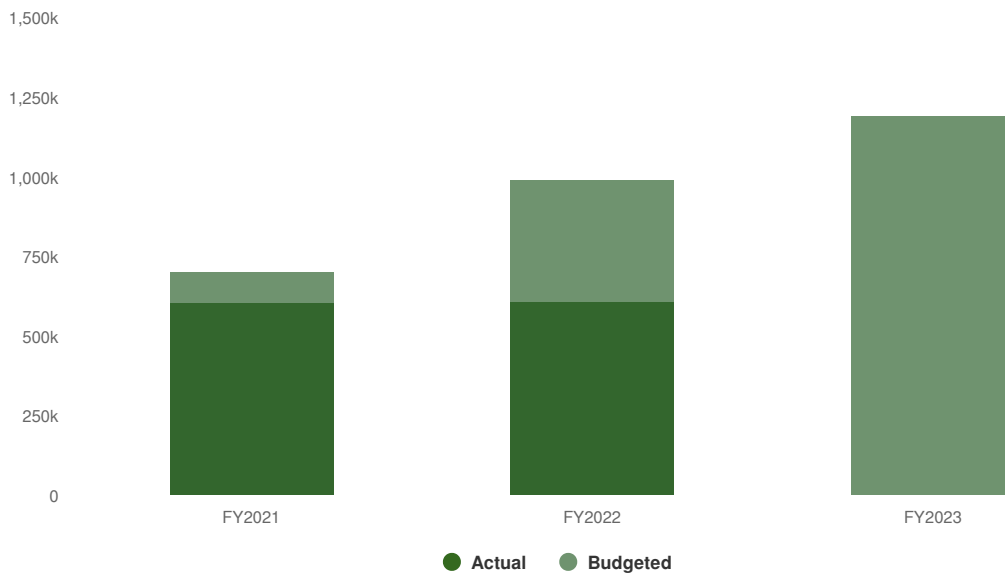
Office of Housing Stability

To prevent the involuntary displacement of Somerville tenants and small property owners who face eviction or are at other risk of losing their housing; to rehouse those without stable housing or who otherwise need to relocate; and to support the enactment of policies and the creation of programs to combat displacement and enhance tenants' rights.

Expenditures Summary

\$1,193,431 **\$202,874**
(20.48% vs. prior year)

Housing Stability Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.1: Assist Somerville tenants, landlords, homeowners, and city/community service providers with housing-related matters by providing advice, case management, and advocacy to prevent eviction/displacement and ensure housing stability; ensure service to those who have been historically underinvested	Directly serve at least 750 households
Goal 1.2: Assist Somerville tenants, landlords, homeowners, and City/community service providers with housing-related matters by providing advice, case management, and advocacy to prevent eviction/displacement and ensure housing stability; Ensure service to those who have been historically underinvested	Administer and monitor contracts for housing search, legal assistance, and tenant education and outreach
Goal 1.3: Assist Somerville tenants, landlords, homeowners, and City/community service providers with housing-related matters by providing advice, case management, and advocacy to prevent eviction/displacement and ensure housing stability; Ensure service to those who have been historically underinvested	Work in coalition with providers to continue proactive work to minimize the number of residential eviction cases filed against Somerville tenants
Goal 1.4: Assist Somerville tenants, landlords, homeowners, and City/community service providers with housing-related matters by providing advice, case management, and advocacy to prevent eviction/displacement and ensure housing stability; Ensure service to those who have been historically underinvested	Work with SOIA, the school department, other providers and internally to ensure appropriate access to services for LEP families
Goal 1.5: Assist Somerville tenants, landlords, homeowners, and City/community service providers with housing-related matters by providing advice, case management, and advocacy to prevent eviction/displacement and ensure housing stability; Ensure service to those who have been historically underinvested	-Provide technical support and training to the Eviction Response Network as needed
Goal 2.1: Distribute information and provide workshops about landlord/tenant rights and responsibilities, and resources available to assist at-risk tenants and homeowners	Host a minimum of 7 outreach/training events and four (4) workshops with and/or in addition to those initiated under contract by non-profit providers
Goal 2.2: Distribute information and provide workshops about landlord/tenant rights and responsibilities, and resources available to assist at-risk tenants and homeowners	Work to implement the April 2022 amendments to the Housing Stability Notification Act by creating necessary documents and incorporating HSNA policy changes into presentations described above where appropriate
Goal 2.3: Distribute information and provide workshops about landlord/tenant rights and responsibilities, and resources available to assist at-risk tenants and homeowners	Conduct outreach to landlords to encourage working collaboratively with OHS to promote tenancy stabilization and participation in tenant-based subsidized housing programs
Goal 2.4: Distribute information and provide workshops about landlord/tenant rights and responsibilities, and resources available to assist at-risk tenants and homeowners	-Continue ongoing work to develop a compilation of information regarding landlords and management companies in Somerville and do individualized outreach to real estate agents and landlords
Goal 3.1: Work toward the passage and implementation of policies and programs that increase the supply of affordable housing, target more resources to those at imminent risk of displacement, and enhance tenants' rights	Maintain active participation in efforts to pass state legislation including, but not limited to, Transfer Fee Enabling Legislation, Right to Counsel, Eviction Record Sealing and Tenant Right to Purchase (TOPA)
Goal 3.2: Work toward the passage and implementation of policies and programs that increase the supply of affordable housing, target more resources to those at imminent risk of displacement, and enhance tenants' rights	Identify and pursue local programmatic and legislative strategies including: defending condominium conversion ordinance; inclusion of fair housing principles into Zoning; working to expand rental assistance resources; and relaxing requirements which create barriers to access.
Goal 3.3: Work toward the passage and implementation of policies and programs that increase the supply of affordable housing, target more resources to those at imminent risk of displacement, and enhance tenants' rights	Continue to monitor implementation of SomerVIP and Flex-ARPA programs. Launch initial steps in the Municipal Voucher Program to the extent OHS is authorized to do so.
Goal 3.4: Work toward the passage and implementation of policies and programs that increase the supply of affordable housing, target more resources to those at imminent risk of displacement, and enhance tenants' rights	-Collaborate with the Housing Division to explore strategies for enhancing affordability of deed-restricted properties for households with incomes under 50% area median income (AMI)



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1.1: Assist Somerville tenants, landlords, homeowners, and City/community service providers with housing-related matters by providing advice, case management, and advocacy to prevent eviction/displacement and ensure housing stability; Ensure service to those who have been historically underinvested	-Directly serve between 500 and 750 households	Complete
Goal 1.2: Assist Somerville tenants, landlords, homeowners, and City/community service providers with housing-related matters by providing advice, case management, and advocacy to prevent eviction/displacement and ensure housing stability; Ensure service to those who have been historically underinvested	-Administer and monitor contracts for housing search, legal assistance, and tenant education and outreach	Complete
Goal 1.3: Assist Somerville tenants, landlords, homeowners, and City/community service providers with housing-related matters by providing advice, case management, and advocacy to prevent eviction/displacement and ensure housing stability; Ensure service to those who have been historically underinvested	-Work in coalition with providers to continue proactive work to decrease the number of eviction cases filed from pre-pandemic levels	Complete
Goal 1.4: Assist Somerville tenants, landlords, homeowners, and City/community service providers with housing-related matters by providing advice, case management, and advocacy to prevent eviction/displacement and ensure housing stability; Ensure service to those who have been historically underinvested	-Work closely with SOIA and the school department to ensure service for LEP families	Complete
Goal 1.5: Assist Somerville tenants, landlords, homeowners, and City/community service providers with housing-related matters by providing advice, case management, and advocacy to prevent eviction/displacement and ensure housing stability; Ensure service to those who have been historically underinvested	-Provide technical support and training to the Eviction Response Network as needed	Complete
Goal 2.1: Distribute information and provide workshops about landlord/tenant rights and responsibilities, and resources available to assist at-risk tenants and homeowners	-Host a minimum of 10 outreach/training events and four (4) workshops with and/or in addition to those initiated under contract by non-profit providers	Complete
Goal 2.2: Distribute information and provide workshops about landlord/tenant rights and responsibilities, and resources available to assist at-risk tenants and homeowners	-Continue to update online materials and resources available on the OHS website and through the Know Your Rights Coalition	Complete
Goal 2.3: Distribute information and provide workshops about landlord/tenant rights and responsibilities, and resources available to assist at-risk tenants and homeowners	-Conduct outreach to landlords to encourage working collaboratively with OHS to promote tenancy stabilization and participation in tenant-based subsidized housing programs	Complete
Goal 2.4: Distribute information and provide workshops about landlord/tenant rights and responsibilities, and resources available to assist at-risk tenants and homeowners	-Continue ongoing work to develop a compilation of information regarding landlords and management companies in Somerville and do individualized outreach to real estate agents and landlords	Complete
Goal 2.5: Distribute information and provide workshops about landlord/tenant rights and responsibilities, and resources available to assist at-risk tenants and homeowners	-Continue to monitor implementation of the SomerVIP and compliance with the Housing Stability Notification Act	In Progress
Goal 3.1: Work toward the passage and implementation of policies and programs that increase the supply of affordable housing, target more resources to those at imminent risk of displacement, and enhance tenants' rights	-Active participation in efforts to pass state legislation including, but not limited to, Transfer Fee Enabling Legislation, Right to Counsel, Eviction Record Sealing and Tenant Right to Purchase (TOPA)	Complete
Goal 3.2: Work toward the passage and implementation of policies and programs that increase the supply of affordable housing, target more resources to those at imminent risk of displacement, and enhance tenants' rights	-Identify and pursue local programmatic and legislative strategies including: defending condominium conversion ordinance; inclusion of fair housing principles into Zoning; working to expand rental assistance resources; and relaxing requirements which create barriers to access.	In Progress



Goal 3.3: Work toward the passage and implementation of policies and programs that increase the supply of affordable housing, target more resources to those at imminent risk of displacement, and enhance tenants' rights

-Collaborate with the Housing Division to explore strategies for enhancing affordability of deed-restricted properties for households with incomes under 50% area median income (AMI)

In Progress

Budget Detail

Personal Services Changes

Personal Services are projected to increase 30% for FY23.

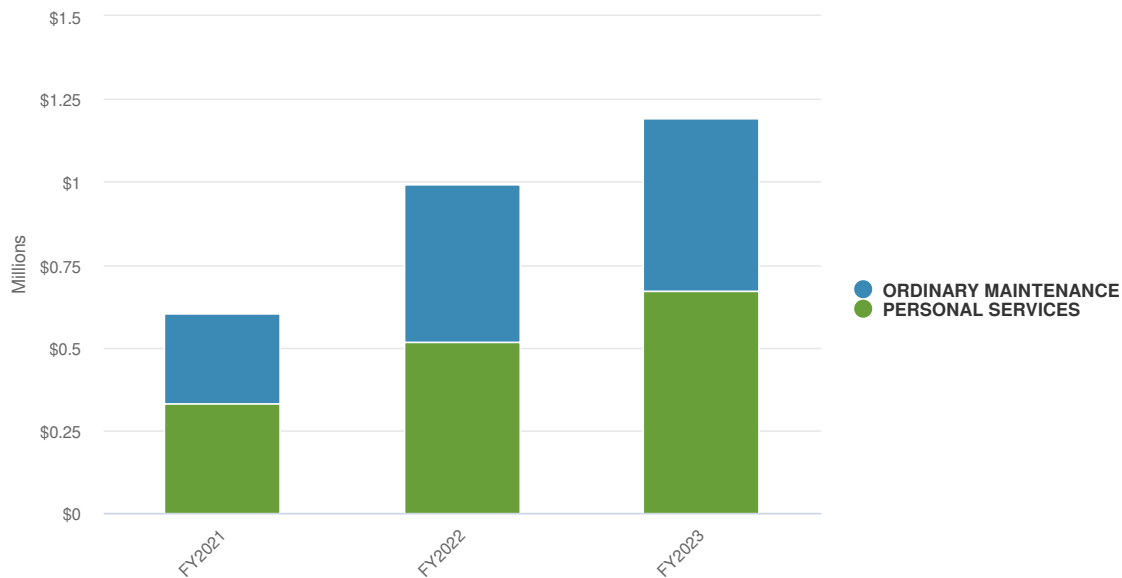
- New Housing Intake Coordinator
- New Client Services Manager
- Current Staffing Step increase

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected 11% for FY23.

- Modest increases in core programs (Flex Funds, Housing Search, Tenant Organizing)
- Increase of \$20K in Communications and Outreach Budget

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$512,545	\$378,368	\$667,233	\$154,688
HOLIDAYS NON-UNION	\$4,012	\$2,646	\$1,198	-\$2,814
Total PERSONAL SERVICES:	\$516,557	\$381,015	\$668,431	\$151,874
ORDINARY MAINTENANCE				
PROFESSIONAL & TECHNICAL SVC	\$375,000	\$193,619	\$395,000	\$20,000
LEGAL SERVICES	\$80,000	\$30,380	\$90,000	\$10,000
ADVERTISING	\$1,500	\$0	\$1,500	\$0
SOFTWARE SERVICES	\$2,500	\$0	\$2,500	\$0



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
TRANSLATION SERVICES	\$4,000	\$1,156	\$10,000	\$6,000
POSTAGE	\$5,000	\$0	\$20,000	\$15,000
OFFICE SUPPLIES	\$2,500	\$302	\$2,500	\$0
PHOTOCOPYING	\$250	\$0	\$250	\$0
OFFICE EQUIPMENT NOT CAPITALIZ	\$500	\$0	\$500	\$0
FOOD SUPPLIES & REFRESHMT	\$500	\$0	\$500	\$0
IN STATE TRAVEL	\$1,500	\$0	\$1,500	\$0
DUES AND MEMBERSHIPS	\$750	\$0	\$750	\$0
Total ORDINARY MAINTENANCE:	\$474,000	\$225,457	\$525,000	\$51,000
Total Expense Objects:	\$990,557	\$606,472	\$1,193,431	\$202,874

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Director of Housing Stability	2022-07-01	1	100%	\$124,356	\$124,595	NU4
Case Manager/Supervisor	2022-07-01	1	100%	\$83,136	\$83,296	NU9
Case Manager/Special Initiatives Manager	2022-07-01	1	100%	\$66,504	\$66,632	NU11
Case Manager/Special Initiatives Manager	2022-07-01	1	100%	\$66,504	\$66,632	NU11
Case Manager/Special Initiatives Manager	2022-07-01	1	100%	\$66,504	\$66,632	NU11
Client Services Manager (New)	2022-10-01	1	100%	\$61,128	\$61,246	NU9
Housing Intake Specialist	2022-07-01	1	100%	\$55,428	\$55,535	NU12
Deputy Director of Housing Stability	2022-07-01	1	55%	\$49,553	\$49,605	NU8
Housing Intake Supervisor (New)	2022-10-01	1	100%	\$48,897	\$48,991	NU11
Deputy Director of Housing Stability (PT 18Hrs)	2022-07-01	1	50%	\$45,222	\$45,266	NU8



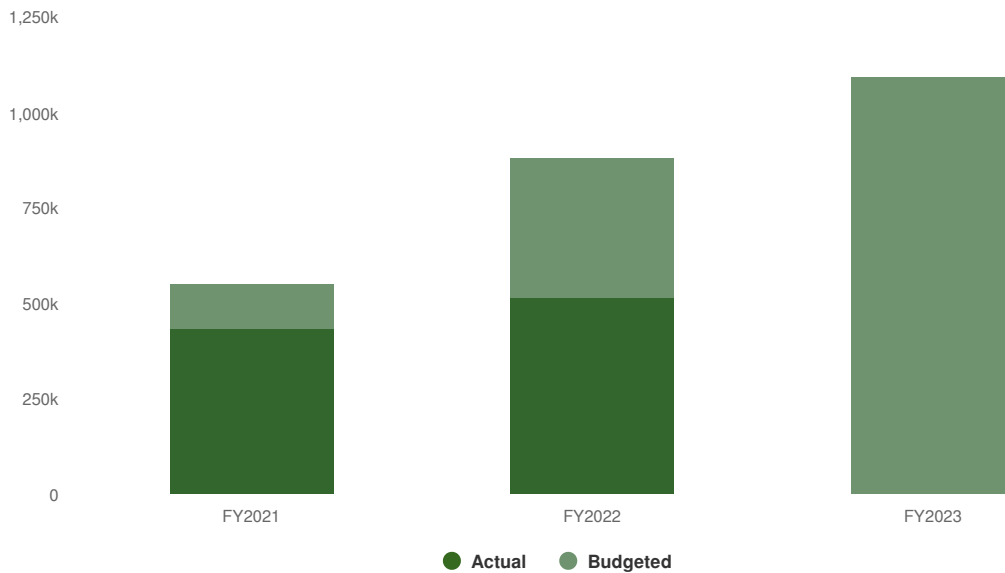
Economic Development

The Economic Development Division fosters the growth of a resilient and equitable economic base in Somerville by facilitating the creation of good jobs, preparing Somerville's workforce for the jobs of today and tomorrow, stimulating the growth of new and existing businesses and expanding the commercial tax base. The Division pursues this mission within three core strategy areas: real estate development, workforce development, and business development.

Expenditures Summary

\$1,092,161 **\$211,805**
(24.06% vs. prior year)

Economic Development Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.1: Stimulate development in the transform and enhance areas outlined in SomerVision to increase vitality, business attraction, and growth of the commercial tax base	-Implement the Winter Hill Urban Renewal Plan, Gilman Square Neighborhood Plan, and 90 Washington Street Demonstration Project Plan
Goal 1.2: Stimulate development in the transform and enhance areas outlined in SomerVision to increase vitality, business attraction, and growth of the commercial tax base	-Advance Public Realm Implementation Strategy for Boynton Yards (PRISBY), and complete the District Improvement Financing Plan for the Boynton Yards neighborhood
Goal 2.1: Invest in the talents, skills, and education of residents to support growth and provide opportunities to residents of all social and economic levels as outlined in the Somerville Talent Equity Playbook	-Invest in industry specific training, contextualized education for adult & English Language Learners, and Wage Theft/worker rights programs, Child care initiative
Goal 2.2: Invest in the talents, skills, and education of residents to support growth and provide opportunities to residents of all social and economic levels as outlined in the Somerville Talent Equity Playbook	-Collaborate with Somerville Public Schools and Somerville Public Library to expand participation in the FabVille community makerspace (expand to West Branch Library)
Goal 2.3: Invest in the talents, skills, and education of residents to support growth and provide opportunities to residents of all social and economic levels as outlined in the Somerville Talent Equity Playbook	-Track number of residents trained and placed in jobs through workforce development programs
Goal 3.1: Support local businesses throughout the post-Covid economic recovery	-Provide strategic business technical assistance, launch Round 4 of targeted recovery grants and other support services to enable businesses, especially locally-owned independents, to stabilize and prosper
Goal 3.2: Support local businesses throughout the post-Covid economic recovery	-Provide technical and financial assistance to 150 local businesses; provide \$2M in financial support
Goal 3.3: Support local businesses throughout the post-Covid economic recovery	-Hire Small Business Permitting Liaison and collaborate with ISD to troubleshoot permitting bottlenecks facing small business owners.
Goal 4.1: Develop and implement programs to support women-owned, BIPOC-owned, immigrant-owned, and other disadvantaged Somerville businesses	-Identify barriers, provide strategic advice to OSPCD staff, and develop programs to address barriers for women-owned, BIPOC-owned, immigrant-owned, and other disadvantaged Somerville businesses
Goal 4.2: Develop and implement programs to support women-owned, BIPOC-owned, immigrant-owned, and other disadvantaged Somerville businesses	-Launch BIPOC and immigrant-owned business programming on GovTV highlighting Somerville's diverse businesses
Goal 4.3: Develop and implement programs to support women-owned, BIPOC-owned, immigrant-owned, and other disadvantaged Somerville businesses	-Publish the third edition of the Somerville Diversity Catalog



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1.1: Stimulate development in the transform and enhance areas outlined in SomerVision to increase vitality, business attraction, and growth of the commercial tax base	-Implement the Winter Hill Urban Renewal Plan, Gilman Square Neighborhood Plan, and 90 Washington Street Demonstration Project Plan	In Progress
Goal 1.2: Stimulate development in the transform and enhance areas outlined in SomerVision to increase vitality, business attraction, and growth of the commercial tax base	-Complete a District Improvement Financing Plan for the Boynton Yards neighborhood	In Progress
Goal 2.1: Invest in the talents, skills, and education of residents to support growth and provide opportunities to residents of all social and economic levels as outlined in the Somerville Talent Equity Playbook	-Invest in industry specific training, contextualized education for adult & English Language Learners, and Wage Theft/worker rights programs	In Progress
Goal 2.2: Invest in the talents, skills, and education of residents to support growth and provide opportunities to residents of all social and economic levels as outlined in the Somerville Talent Equity Playbook	-Collaborate with Somerville Public Schools to relaunch the FabVille community makerspace within the new Somerville High School	Complete
Goal 2.3: Invest in the talents, skills, and education of residents to support growth and provide opportunities to residents of all social and economic levels as outlined in the Somerville Talent Equity Playbook	-Track number of residents trained and placed in jobs through workforce development programs	In Progress
Goal 3.1: Support local businesses throughout the post-Covid economic recovery	-Provide strategic business technical assistance, targeted recovery grants and other support services to enable businesses, especially locally-owned independents, to stabilize and prosper	In Progress
Goal 3.2: Support local businesses throughout the post-Covid economic recovery	-Number of businesses receiving technical assistance and recovery grants, as well as total dollar amount of assistance provided	In Progress
Goal 4.1: Develop and implement programs to support women-owned, BIPOC-owned, immigrant-owned, and other disadvantaged Somerville businesses	-Hire and onboard a Senior Planner: Women and Minority-Owned Business Support to identify barriers, provide strategic advice to OSPCD staff, and develop programs to address barriers for women-owned, BIPOC-owned, immigrant-owned, and other disadvantaged Somerville businesses	In Progress
Goal 4.2: Develop and implement programs to support women-owned, BIPOC-owned, immigrant-owned, and other disadvantaged Somerville businesses	-Host first of series of annual summits with women-owned, BIPOC-owned and immigrant owned businesses in Somerville	On Hold
Goal 4.3: Develop and implement programs to support women-owned, BIPOC-owned, immigrant-owned, and other disadvantaged Somerville businesses	-Publish the second edition of the Somerville Diversity Catalogue	Complete

Budget Detail

Personal Services Changes

Personal Services are projected to increase 35% for FY23.

- Addition of new deputy director position
- Addition of new small business permitting Liaison position
- Current staffing step increases

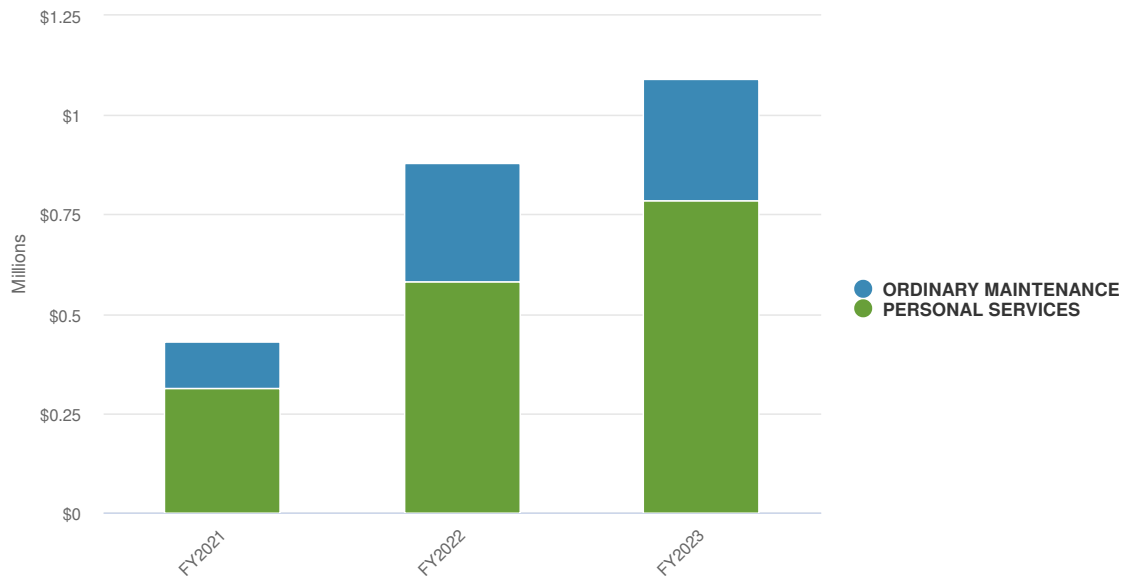
Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to increase 2% for FY23.

- Modest increases to existing programs and operating expenses



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$575,678	\$413,131	\$784,857	\$209,179
HOLIDAYS NON-UNION	\$4,528	\$2,082	\$1,404	-\$3,124
Total PERSONAL SERVICES:	\$580,206	\$415,212	\$786,261	\$206,055
ORDINARY MAINTENANCE				
PROFESSIONAL & TECHNICAL SVC	\$275,000	\$80,261	\$275,000	\$0
ADVERTISING	\$250	\$0	\$250	\$0
APPRAISALS	\$12,000	\$9,000	\$15,000	\$3,000
OFFICE SUPPLIES	\$0	\$1,203	\$0	\$0
PRINTING & STATIONERY	\$250	\$941	\$500	\$250
ONLINE SUBSCRIPTION	\$7,500	\$6,788	\$10,000	\$2,500
DUES AND MEMBERSHIPS	\$5,000	\$0	\$5,000	\$0
RECORDINGS	\$150	\$0	\$150	\$0
Total ORDINARY MAINTENANCE:	\$300,150	\$98,193	\$305,900	\$5,750
Total Expense Objects:	\$880,356	\$513,405	\$1,092,161	\$211,805



Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23	FY23 Total	Grade
				Base Salary		
Deputy Director of Economic Development (New)	2022-10-01	1	100%	\$81,495	\$81,652	NU5
Workforce Development Coordinator	2022-07-01	1	50%	\$41,568	\$41,608	NU9
Small Business Permitting Liaison (New)	2022-10-01	1	100%	\$61,128	\$61,246	NU9
Economic Development Assistant	2022-08-01	1	100%	\$74,712	\$74,856	NU9
Senior Planner - Economic Development Specialist	2022-07-01	1	100%	\$94,212	\$94,393	NU7
Senior Planner - Women & Minority Business Support	2022-07-01	1	50%	\$47,106	\$47,152	NU7
Economic Development Assistant	2022-07-01	1	100%	\$86,484	\$86,650	NU9
Senior Planner	2022-07-01	1	100%	\$94,212	\$94,393	NU7
Director of Economic Development	2022-07-01	1	90%	\$109,728	\$109,918	NU4
Senior Planner - Urban Revitalization Specialist	2022-07-01	1	100%	\$94,212	\$94,393	NU7



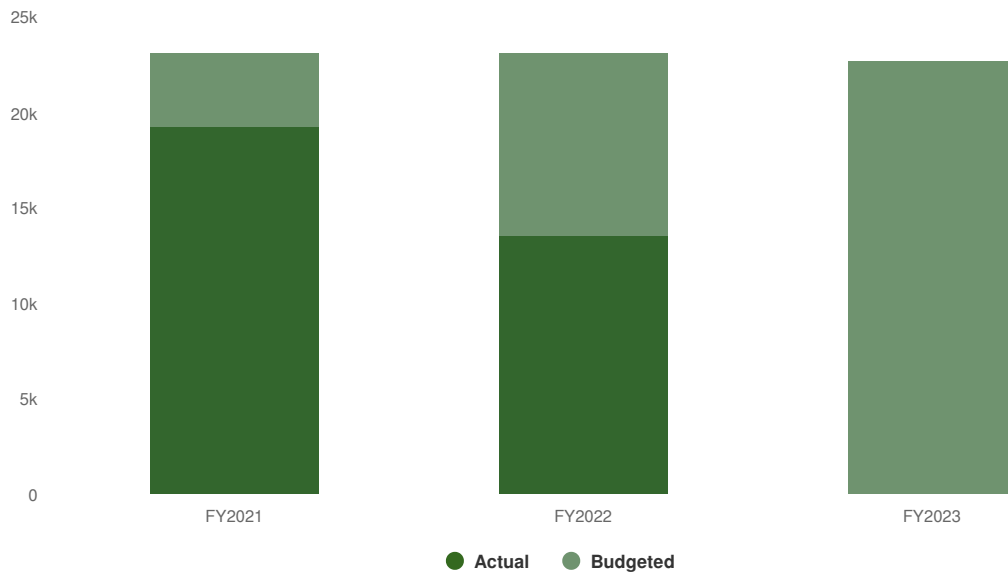
Redevelopment Authority

The mission of the Somerville Redevelopment Authority is to eliminate blight and decadence wherever it may exist in the City by the creation and implementation of demonstration projects and urban renewal plans, while furthering the goals of the SomerVision plan.

Expenditures Summary

\$22,758 **-\$318**
(-1.38% vs. prior year)

Redevelopment Authority Proposed and Historical Budget vs. Actual



Budget Detail

Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES - MONTHLY	\$23,076	\$13,506	\$22,758	-\$318
Total PERSONAL SERVICES:	\$23,076	\$13,506	\$22,758	-\$318
Total Expense Objects:	\$23,076	\$13,506	\$22,758	-\$318



Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Redevelopment Board Member	2022-07-01	1	100%	\$3,816	\$3,816	
Redevelopment Board Mbr Chair	2022-07-01	1	100%	\$3,816	\$3,816	
Redevelopment Board Member	2022-07-01	1	100%	\$3,816	\$3,816	
Redevelopment Board Member	2022-08-01	1	100%	\$3,498	\$3,498	
Redevelopment Board Member	2022-07-01	1	100%	\$3,816	\$3,816	
Redevelopment Board Member	2022-07-01	1	100%	\$3,996	\$3,996	



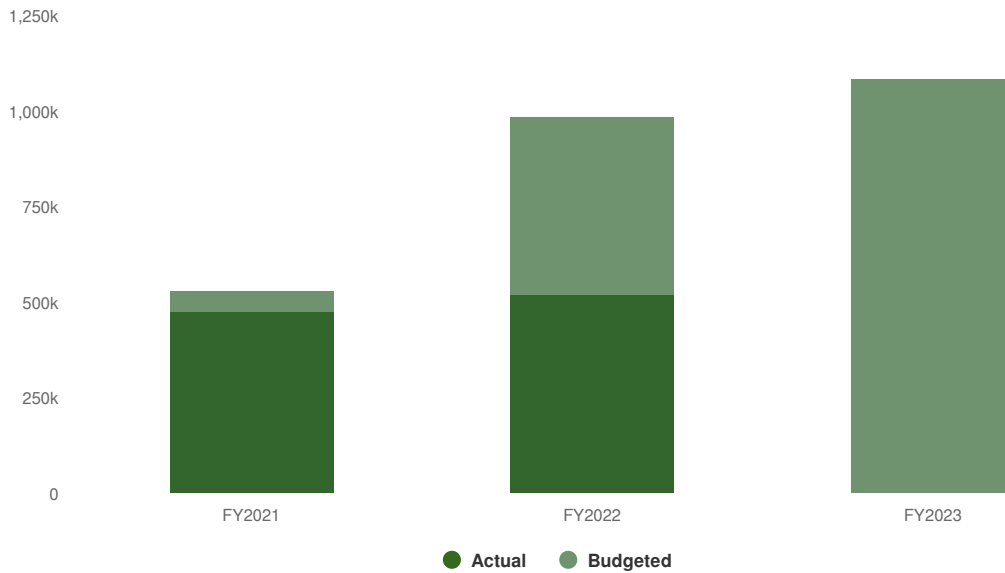
Mobility

The OSPCD Mobility Division plans, designs, implements, and evaluates projects and programs that advance Somerville's goal of becoming the most walkable, bikable, transit-accessible city in the United States.

Expenditures Summary

\$1,083,847 **\$98,252**
(9.97% vs. prior year)

Mobility Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.1: Collaborate with other departments and state agencies to implement the City's Vision Zero Action Plan to reduce and eliminate fatal and severe crashes in Somerville	-Construct accessible sidewalks, raised crosswalks, speed humps, refuge islands and curb extensions, focusing on Holland Street, Pearl Street, Cross Street, Temple Street, and Franklin Street as primary projects in FY23
Goal 1.2: Collaborate with other departments and state agencies to implement the City's Vision Zero Action Plan to reduce and eliminate fatal and severe crashes in Somerville	-Construct new accessibility and safety infrastructure on State Route 38 (Mystic Avenue) and State Route 28 (McGrath Highway)
Goal 1.3: Collaborate with other departments and state agencies to implement the City's Vision Zero Action Plan to reduce and eliminate fatal and severe crashes in Somerville	-Construct new accessibility and safety infrastructure on State Route 16 (Alewife Brook Parkway)
Goal 1.4: Collaborate with other departments and state agencies to implement the City's Vision Zero Action Plan to reduce and eliminate fatal and severe crashes in Somerville	-Install protected bicycle lane infrastructure on College Avenue and Holland Street.
Goal 1.5: Collaborate with other departments and state agencies to implement the City's Vision Zero Action Plan to reduce and eliminate fatal and severe crashes in Somerville	-Install physical traffic calming treatments on the Gilman Street-Oliver Street Neighborway linking East Somerville to Central Hill.
Goal 2.1: Collaborate with other departments and state agencies to implement the City's Somerville Climate Forward Plan to improve mass transit in Somerville	-Complete construction of MBTA Green Line Extension project
Goal 2.2: Collaborate with other departments and state agencies to implement the City's Somerville Climate Forward Plan to improve mass transit in Somerville	-Install dedicated bus lanes on Broadway in East Somerville and on Holland Street and College Avenue in Davis Square
Goal 2.3: Collaborate with other departments and state agencies to implement the City's Somerville Climate Forward Plan to improve mass transit in Somerville	-Expand Somerville's fare-free and reduced-fare transit programs



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1.1: Collaborate with other departments and state agencies to implement the City's Vision Zero Action Plan to reduce and eliminate fatal and severe crashes in Somerville	-Construct accessible sidewalks, raised crosswalks, speed humps, refuge islands and curb extensions, focusing on College Avenue as a primary project in FY22	In Progress
Goal 1.2: Collaborate with other departments and state agencies to implement the City's Vision Zero Action Plan to reduce and eliminate fatal and severe crashes in Somerville	-Construct traffic calming curb extensions at Tufts Street/Washington Street and at Ball Square	In Progress
Goal 1.3: Collaborate with other departments and state agencies to implement the City's Vision Zero Action Plan to reduce and eliminate fatal and severe crashes in Somerville	-Construct new accessibility and safety infrastructure on State Route 38 (Mystic Avenue) and State Route 28 (McGrath Highway)	In Progress
Goal 1.4: Collaborate with other departments and state agencies to implement the City's Vision Zero Action Plan to reduce and eliminate fatal and severe crashes in Somerville	-Install protected bicycle lane infrastructure on Medford Street, Shore Drive, Broadway, Washington Street and at Powder House Circle	Complete
Goal 2.1: Collaborate with other departments and state agencies to implement the City's Somerville Climate Forward Plan to improve mass transit in Somerville	-Complete construction of MBTA Green Line Extension project	In Progress
Goal 2.2: Collaborate with other departments and state agencies to implement the City's Somerville Climate Forward Plan to improve mass transit in Somerville	-Install dedicated bus lanes in East Somerville on Washington Street and Broadway	In Progress
Goal 2.3: Collaborate with other departments and state agencies to implement the City's Somerville Climate Forward Plan to improve mass transit in Somerville	-Construct accessibility upgrades at bus stops on College Avenue, Broadway, Pearl Street, Elm Street and Bow Street	In Progress
Goal 2.4: Collaborate with other departments and state agencies to implement the City's Somerville Climate Forward Plan to improve mass transit in Somerville	-Install Transit Signal Priority equipment to improve MBTA bus reliability in Davis Square	In Progress
Goal 3: Continue work to make the OSPCD Mobility division a national model for a small city implementing best practices of the National Association of City Transportation Officials (NACTO)	-Completion of Mobility Division strategic planning work with NACTO team	In Progress

Budget Detail

Personal Services Changes

Personal Services are projected to increase 21% for FY23.

- Grant allocation shift from Transportation Network Funds to General fund
- Current staffing step increases

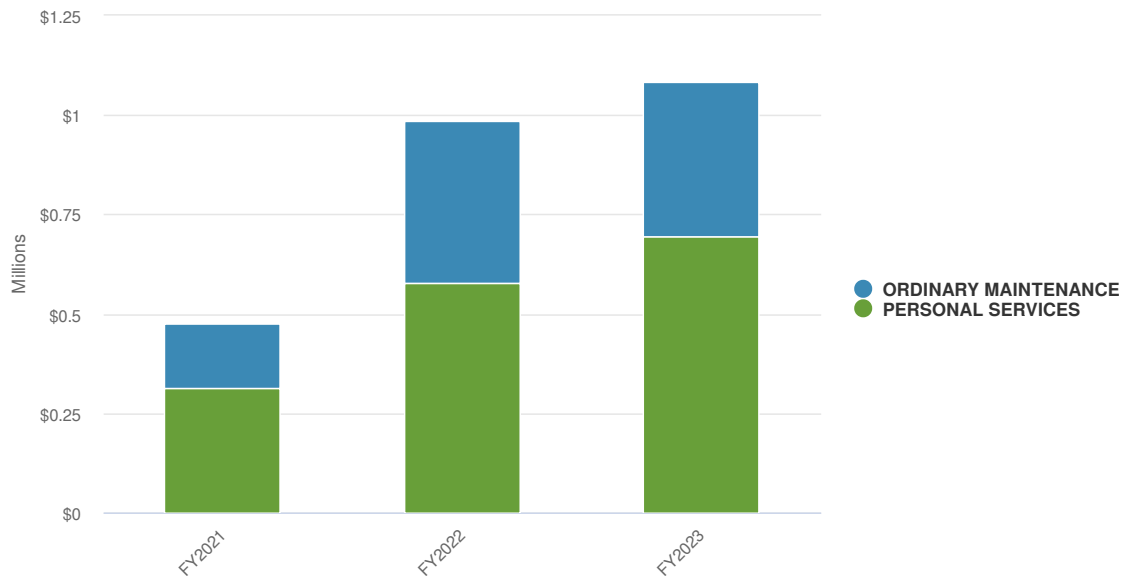
Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to decrease 5% for FY23.

- Police details no longer required for Union Square Farmer's Market
- Modest increase in Signs and Cones budget for quick build traffic improvements implementation



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$571,583	\$379,058	\$694,546	\$122,963
HOLIDAYS NON-UNION	\$4,512	\$3,034	\$1,301	-\$3,211
Total PERSONAL SERVICES:	\$576,095	\$382,092	\$695,847	\$119,752
ORDINARY MAINTENANCE				
PROFESSIONAL & TECHNICAL SVC	\$365,000	\$87,056	\$355,000	-\$10,000
POLICE DETAIL	\$31,500	\$41,332	\$5,000	-\$26,500
SIGNS AND CONES	\$5,000	\$574	\$20,000	\$15,000
DUES AND MEMBERSHIPS	\$8,000	\$7,500	\$8,000	\$0
Total ORDINARY MAINTENANCE:	\$409,500	\$136,461	\$388,000	-\$21,500
Total Expense Objects:	\$985,595	\$518,553	\$1,083,847	\$98,252



Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Outreach Coordinator	2022-07-01	1	100%	\$66,504	\$66,632	NU11
Director of Mobility	2022-07-01	1	95%	\$115,824	\$116,035	NU4
Transportation Planner	2022-07-01	1	100%	\$84,792	\$84,955	NU9
Senior Transportaton Planner	2022-07-01	1	100%	\$96,096	\$96,281	NU7
Senior Planner	2022-07-01	1	100%	\$94,212	\$94,393	NU7
Senior Planner	2022-07-01	1	100%	\$94,212	\$94,393	NU7
Transportation Planner	2022-08-01	1	80%	\$59,770	\$59,862	NU9
Transportation Planner	2022-07-01	1	100%	\$83,136	\$83,296	NU9



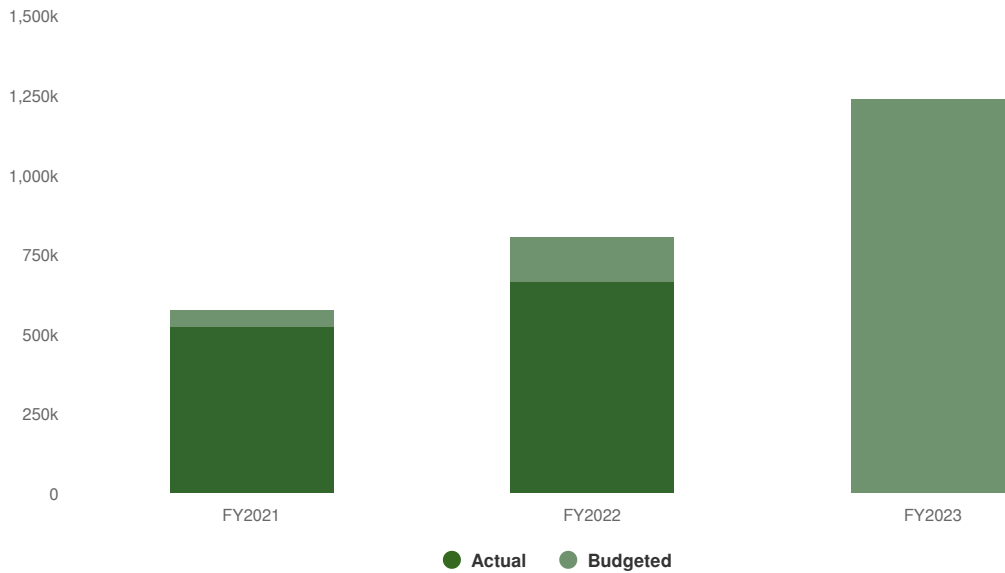
Public Space & Urban Forestry

The OSPCD Public Space & Urban Forestry Division plans, designs, implements and evaluates projects and programs that advance the goals of the 2018-2023 Open Space and Recreation Plan.

Expenditures Summary

\$1,241,360 **\$435,949**
(54.13% vs. prior year)

Public Space & Urban Forestry Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Complete construction of Healey Schoolyard	Schoolyard opened by end of CY2022, contingent upon no further contamination found
Goal 2: Begin and complete construction of the Brown Schoolyard	Completed by the end of CY2022
Goal 3: Begin construction of the West Somerville Neighborhood Schoolyard	Begin construction fall 2022, or earlier if possible
Goal 4: Write funding grant for Henry Hanson Park	Completed by June 2022
Goal 5: Complete design and begin construction of Somerville Junction park	Design complete by Summer 2022, begin construction after
Goal 6: Begin design of 5 Palmer Avenue parcel	Start design late summer/fall 2022
Goal 7: Complete Union Square Streetscape and Plaza 25% Design	Completed by fall 2022
Goal 8: Review all development parcels with Green Score and Open Space Requirements	Parceled reviewed in a timely fashion
Goal 9: Plan and manage expanded seasonal tree planting (350 trees) programs	Completed by end of FY23
Goal 10: Review all public and private projects with tree plantings or removals	Projects reviewed in a timely fashion
Goal 11: Continue collaboration with DPW to continue tree and horticultural maintenance programs to assure health of plants and trees in city spaces	Monthly maintenance meetings with DPW

Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1: Begin the cleanup process for Conway Park	-Complete 90% of cleanup by December 2021	Complete
Goal 2: Begin reconstruction of Healey Schoolyard	-Complete Totlot and 60% of entire project by December 2021	Complete
Goal 3: Complete construction of Central Hill Library Playground	-Complete 100% construction	Complete
Goal 4: Plan and manage expanded seasonal tree planting (350 trees) programs and continue tree and horticultural maintenance programs to assure health of plants and trees in city spaces	-Complete 100% planting and maintenance of these trees	Complete

Budget Detail

Personal Services Changes

Personal Services are projected to decrease 5% FY23.

- One new additional planner.
- Staff costs have been shifted to CDBG funds for FY23 after being 100% General Fund allocated in FY22.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to increase 164% for FY23.

- Pollinator Action Plan (\$100K) .
- Implementing Treekeeper Qalert Connection system (\$110K).
- Modest increases to existing programs (Young Tree's, Parks Tree Health etc).

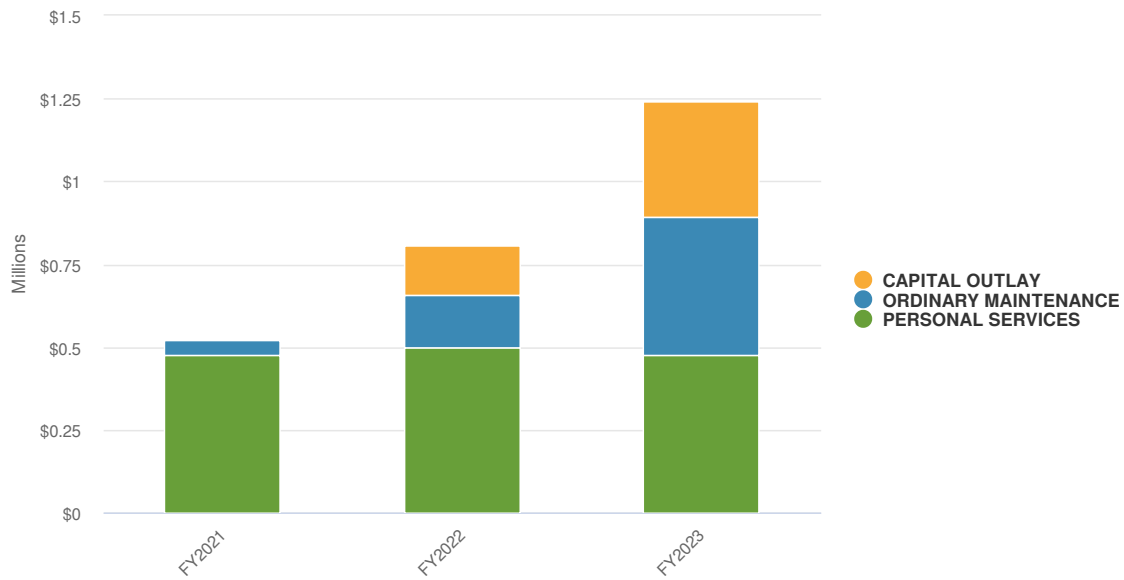
Capital Outlay Changes

Capital Outlay costs are projected to increase 133% for FY23.

- Increase of \$200,000 for CityWide Tree planting program.



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$494,123	\$411,308	\$475,356	-\$18,767
HOLIDAYS NON-UNION	\$3,788	\$2,354	\$804	-\$2,984
Total PERSONAL SERVICES:	\$497,911	\$413,662	\$476,160	-\$21,751
ORDINARY MAINTENANCE				
PROFESSIONAL & TECHNICAL SVC	\$155,000	\$100,865	\$412,500	\$257,500
ADVERTISING	\$200	\$270	\$200	\$0
SOFTWARE SERVICES	\$1,000	\$1,000	\$1,000	\$0
PRINTING & STATIONERY	\$0	\$573	\$0	\$0
SIGNS AND CONES	\$1,000	\$0	\$1,500	\$500
DUES AND MEMBERSHIPS	\$300	\$1,075	\$0	-\$300
Total ORDINARY MAINTENANCE:	\$157,500	\$103,783	\$415,200	\$257,700
CAPITAL OUTLAY				
TREE PLANTING	\$150,000	\$147,895	\$350,000	\$200,000
Total CAPITAL OUTLAY:	\$150,000	\$147,895	\$350,000	\$200,000
Total Expense Objects:	\$805,411	\$665,340	\$1,241,360	\$435,949



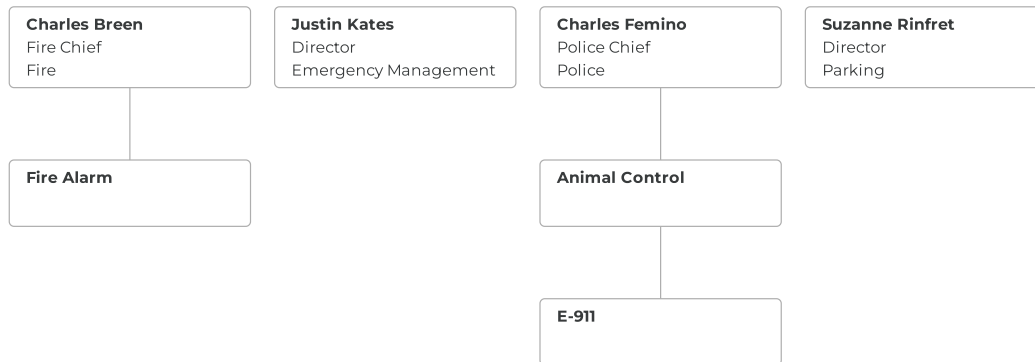
Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Project Manager / Director of Parks	2022-07-01	1	20%	\$19,997	\$20,005	NU7
Planner	2022-07-01	1	30%	\$24,941	\$24,955	NU9
Planner (New)	2022-10-01	1	100%	\$61,128	\$61,246	NU9
Senior Planner	2022-07-01	1	100%	\$98,016	\$98,204	NU7
Planner	2022-07-01	1	70%	\$59,354	\$59,434	NU9
Director of Public Space Urban Forestry	2022-07-01	1	95%	\$115,824	\$116,035	NU4
Senior Planner	2022-07-01	1	100%	\$96,096	\$96,281	NU7



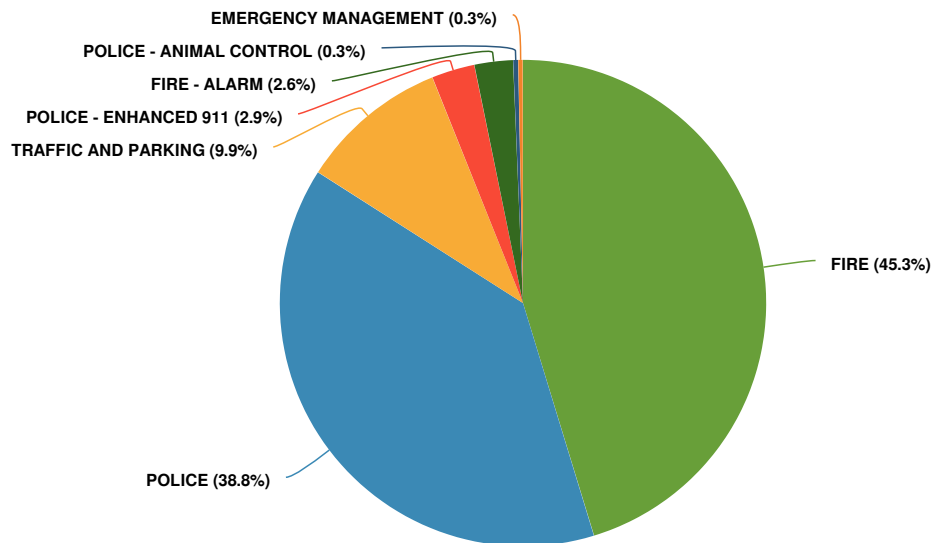
Public Safety

Public Safety Organizational Chart

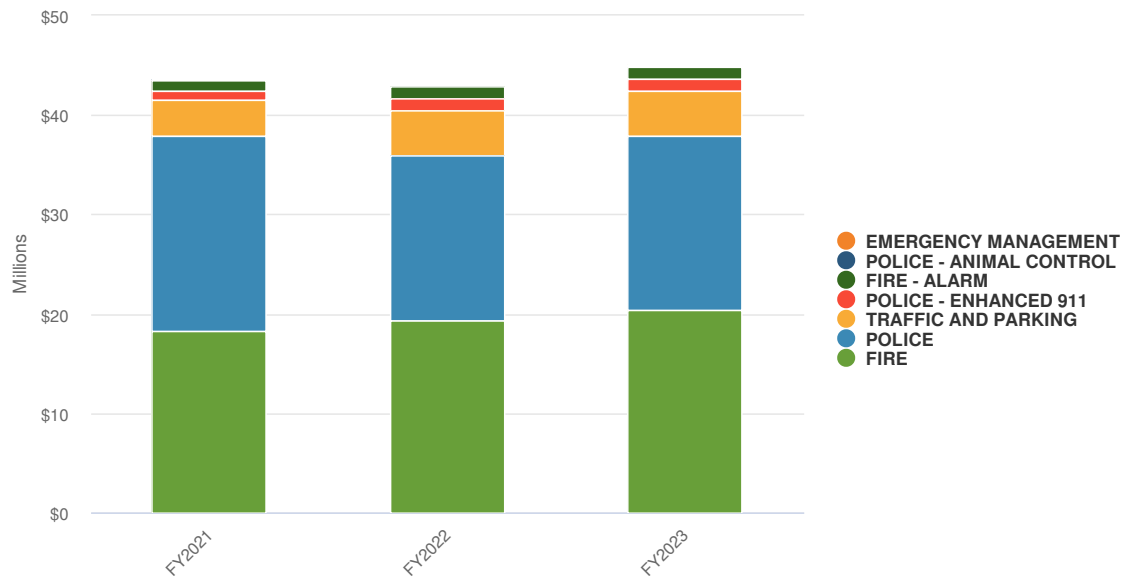


Expenditures by Division

Budgeted Expenditures by Division



Budgeted and Historical Expenditures by Function



Fire

Charles Breen

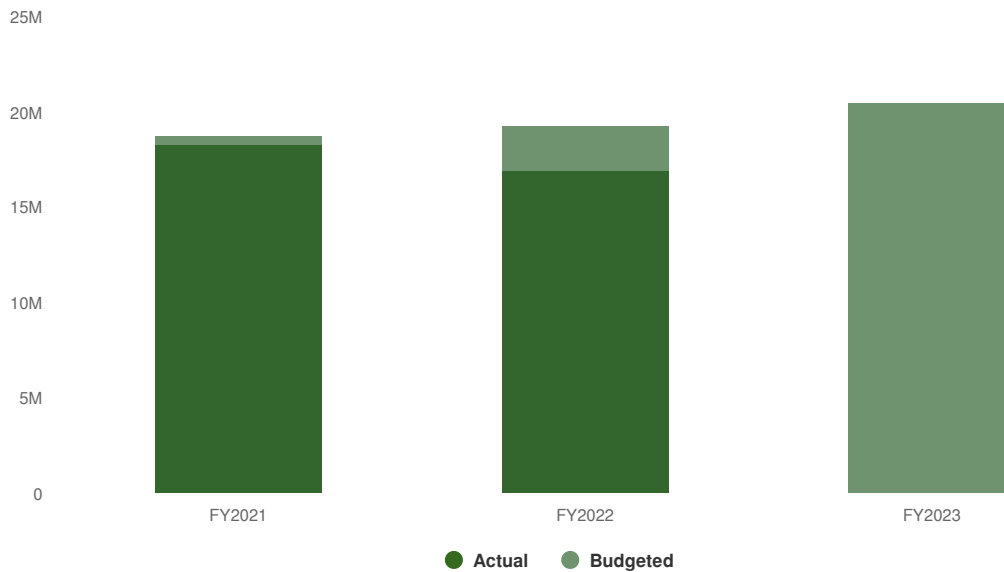
Fire Chief

To protect the people and property of our City. The Fire Department is responsive to the needs of our residents by providing rapid, professional, and humanitarian services essential to the health, safety, and well being of the City. We will achieve our mission through prevention, education, fire suppression, emergency medical services, disaster response, and defense against terrorist attacks. We strive to provide a work environment that values cultural diversity and is free of harassment and discrimination. We actively participate in our community, serve as role models, and strive to effectively and efficiently utilize all of the resources at our command to provide a quality of service deemed excellent by our residents with "Courage, Integrity, and Honor".

Expenditures Summary

\$20,448,289 **\$1,174,700**
(6.09% vs. prior year)

Fire Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Increase the number of trained Hazardous Material Technicians on the Department. This is due to the increase in proposed lab facilities within the city	-Complete training for at least 12 new Hazardous Material Technicians
Goal 2: Conduct training on the remaining four Green Line stations (East Somerville, Gilman, Magoun and Ball Sq) once they come on line as well as any right of ways and the challenges they may present	-Complete training for 90% of department members
Goal 3: Coordinate with the OSPCD Mobility Division with the implementation of Vision Zero goals	-Continue to monitor response times and other data for potential conflicts
Goal 4: Conduct Fire Officer 1 & 2 training to prepare fire officers to become better leaders in the fire service	-Complete training for at least 12 members of the Department in each class

Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1: Complete Active Threat Response training and equip apparatus with the required safety equipment needed for such events	-Over 90% of department trained and required equipment purchase and issued to all fire apparatus	Complete
Goal 2: Increase the number of trained Hazardous Material Technicians on the Department. This is due to the increase in proposed lab space within the city	-Complete training for at least 12 new Hazardous Material Technicians	Not Started
Goal 3.1: Conduct training on new Green Line stations, right of ways and Maintenance facilities and the challenges these new facilities may present	-Complete training for 90% of department members	In Progress
Goal 3.2: Conduct training on new Green Line stations, right of ways and Maintenance facilities and the challenges these new facilities may present	-Purchase safety equipment for operating at incidents at these locations	Complete
Goal 4: Coordinate with the OSPCD Mobility Division in the implementation of Vision Zero goals	-Continue to monitor response times and other data for any potential conflicts	In Progress

Budget Detail

Personal Services Changes

Personal Services are projected to be up 4.43% for FY23.

- This is the result of collective bargaining agreement obligations.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to be up 4% for FY23.

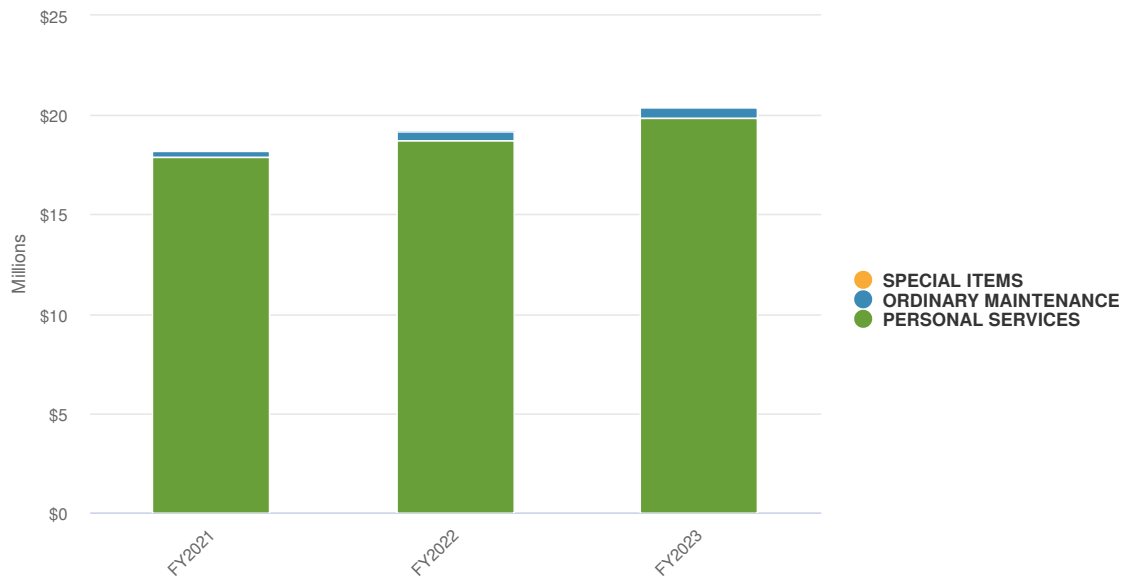
- The primary driver of this change is a \$11,000 increase in Software for a learning management system.

Special Items Changes

Special Items are projected to be unchanged for FY23.



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$15,389,386	\$12,569,655	\$16,433,552	\$1,044,166
OVERTIME	\$1,413,720	\$2,424,393	\$1,500,000	\$86,280
TRAINING-OVERTIME	\$87,550	\$50,336	\$87,550	\$0
LONGEVITY	\$700	\$700	\$700	\$0
OUT OF GRADE	\$90,000	\$70,715	\$90,000	\$0
HOLIDAYS	\$981,633	\$920,333	\$1,015,063	\$33,430
HOLIDAYS NON-UNION	\$3,890	\$3,673	\$5,490	\$1,600
HOLIDAYS - S.M.E.A.	\$2,226	\$1,997	\$500	-\$1,726
PERFECT ATTENDANCE	\$0	\$56,100	\$0	\$0
FIRE DETAIL - CITY	\$0	\$2,872	\$0	\$0
IN SERVICE TRAINING	\$50,000	\$3,584	\$40,000	-\$10,000
UNIFORM ALLOWANCE	\$1,400	\$1,400	\$1,400	\$0
SICK LEAVE BUYBACK	\$0	\$2,027	\$0	\$0
HAZARDOUS DUTY STIPEND	\$450,000	\$428,500	\$450,000	\$0
REIMBURSEMENT FOR INJURY	\$169,950	\$39,065	\$169,950	\$0
PHYSICAL EXAMINATION	\$14,500	\$0	\$14,500	\$0
OTHER LUMP SUM PAYMENTS	\$0	\$6,000	\$0	\$0
CERTIFICATION	\$76,400	\$71,200	\$76,400	\$0
PEER SUPPORT	\$2,500	\$1,500	\$2,500	\$0
METER TECH	\$2,500	\$1,500	\$2,500	\$0
Total PERSONAL SERVICES:	\$18,736,355	\$16,655,551	\$19,890,105	\$1,153,750
ORDINARY MAINTENANCE				



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
R&M - VEHICLES	\$175,000	\$122,792	\$175,000	\$0
R&M - OFFICE EQUIPMENT	\$100	\$0	\$0	-\$100
R&M - TOOLS & EQUIPMENT	\$55,000	\$28,851	\$55,000	\$0
R&M - RADIO ALARM	\$12,500	\$4,504	\$12,500	\$0
R&M - SOFTWARE	\$8,000	\$1,000	\$19,000	\$11,000
R&M - SERVICE CONTRACTS	\$6,500	\$1,493	\$6,500	\$0
RENTAL-WATER COOLER	\$1,800	\$3,090	\$1,800	\$0
PROFESSIONAL & TECHNICAL SVC	\$15,000	\$0	\$15,000	\$0
ADVERTISING	\$200	\$0	\$200	\$0
TOWING	\$3,000	\$1,263	\$3,000	\$0
IN SERVICE TRAINING OM	\$3,000	\$0	\$3,000	\$0
COMMUNICATIONS	\$1,500	\$1,350	\$1,000	-\$500
POSTAGE	\$300	\$290	\$300	\$0
EXPRESS/FREIGHT	\$150	\$80	\$150	\$0
PHOTOGRAPHY	\$100	\$0	\$100	\$0
OFFICE SUPPLIES	\$7,000	\$3,847	\$7,000	\$0
PRINTING & STATIONERY	\$800	\$979	\$800	\$0
COMPUTER SUPPLIES	\$7,800	\$1,064	\$7,800	\$0
OFFICE EQUIPMENT NOT CAPITALIZ	\$2,500	\$0	\$2,500	\$0
OFFICE FURNITURE NOT CAPITALIZ	\$2,500	\$0	\$2,500	\$0
COMPUTER EQUIPMENT NOT CAPITAL	\$8,000	\$0	\$8,000	\$0
BOOKS & BOOKBINDING	\$800	\$635	\$800	\$0
OTH EQUIPMENT NOT CAPITALIZE	\$2,000	\$1,699	\$2,000	\$0
HARDWARE & SMALL TOOLS	\$12,000	\$6,026	\$12,000	\$0
CUSTODIAL & MAINT SUPPLIES		\$0	\$100	\$100
MOTOR GAS AND OIL	\$2,000	\$0	\$2,000	\$0
ANTI-FREEZE	\$500	\$0	\$500	\$0
BATTERIES	\$2,000	\$2,883	\$2,000	\$0
TIRES AND TUBES	\$18,750	\$21,841	\$18,750	\$0
FOOD SUPPLIES & REFRESHMT	\$200	\$0	\$200	\$0
MEDICAL & DENTAL SUPPLIES	\$45,000	\$26,007	\$45,000	\$0
FIRE HOSES-REPAIRS/PARTS	\$9,000	\$2,762	\$9,000	\$0
PUBLIC SAFETY SUPPLIES	\$40,000	\$26,891	\$44,350	\$4,350
UNIFORMS		\$0	\$4,500	\$4,500
FLOWERS & FLAGS	\$0	\$38	\$0	\$0
SUPPLIES FOR MEN/WOMEN	\$30,000	\$4,068	\$30,500	\$500
COLORGUARD	\$4,500	\$4,500	\$4,500	\$0
IN STATE TRAVEL	\$100	\$952	\$100	\$0
DUES AND MEMBERSHIPS	\$4,800	\$5,101	\$5,400	\$600
INSURANCE PREMIUMS		\$0	\$500	\$500
Total ORDINARY MAINTENANCE:	\$482,400	\$274,005	\$503,350	\$20,950
SPECIAL ITEMS				
GRANT MATCH	\$54,834	\$5,350	\$54,834	\$0



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Total SPECIAL ITEMS:	\$54,834	\$5,350	\$54,834	\$0
Total Expense Objects:	\$19,273,589	\$16,934,905	\$20,448,289	\$1,174,700



Personnel Listing

Position	FY23 Base Salary	Total Compensation
Deputy Chief	\$139,291.76	\$167,480.12
Deputy Chief	\$139,291.76	\$172,028.96
Deputy Chief	\$139,291.76	\$172,028.96
Deputy Chief	\$139,291.76	\$171,620.06
Deputy Chief	\$139,291.76	\$170,267.89
Deputy Chief	\$139,291.76	\$167,977.13
District Chief	\$123,268.98	\$153,683.18
District Chief	\$123,268.98	\$152,026.79
District Chief	\$123,268.98	\$152,948.53
District Chief	\$123,268.98	\$150,779.29
Captain	\$109,085.18	\$136,873.64
Captain	\$109,085.18	\$136,488.40
Captain	\$109,085.18	\$126,406.20
Captain	\$109,085.18	\$135,996.92
Captain	\$109,085.18	\$136,036.06
Captain	\$109,085.18	\$135,155.84
Captain	\$109,085.18	\$137,534.14
Captain	\$109,085.18	\$131,156.24
Captain	\$109,085.18	\$139,739.40
Captain	\$109,085.18	\$131,549.79
Captain	\$109,085.18	\$137,244.41
Captain	\$109,085.18	\$135,138.67
Lieutenant	\$96,535.68	\$121,103.62
Lieutenant	\$96,535.68	\$123,470.03
Lieutenant	\$96,535.68	\$120,110.06
Lieutenant	\$93,570.26	\$114,839.84
Lieutenant	\$96,535.68	\$125,155.45
Lieutenant	\$95,271.89	\$117,903.19
Lieutenant	\$96,535.68	\$103,015.48
Lieutenant	\$96,535.68	\$118,882.34
Lieutenant	\$96,535.68	\$119,296.88
Lieutenant	\$96,535.68	\$111,024.11
Lieutenant	\$96,535.68	\$114,967.00
Lieutenant	\$96,535.68	\$119,064.57
Lieutenant	\$96,535.68	\$114,906.85
Lieutenant	\$96,535.68	\$118,917.98
Lieutenant	\$96,535.68	\$110,912.23
Lieutenant	\$96,535.68	\$122,660.46
Lieutenant	\$96,535.68	\$120,029.17
Lieutenant	\$96,535.68	\$123,899.32
Lieutenant	\$96,535.68	\$121,276.66
Lieutenant	\$96,535.68	\$114,279.00
Lieutenant	\$96,535.68	\$117,425.63
Lieutenant	\$96,535.68	\$116,756.82
Lieutenant	\$96,535.68	\$115,039.19
Lieutenant	\$96,535.68	\$121,444.40
Lieutenant	\$95,271.89	\$117,715.95
Lieutenant	\$96,535.68	\$103,015.48
Lieutenant	\$96,535.68	\$120,499.31
Lieutenant	\$96,535.68	\$113,121.65
Lieutenant	\$96,535.68	\$115,902.21
Lieutenant	\$96,535.68	\$119,232.23
Lieutenant	\$96,535.68	\$118,404.41
Lieutenant	\$96,535.68	\$116,113.64
Firefighter	\$81,809.54	\$103,783.57



Firefighter	\$81,809.54	\$106,425.05
Firefighter	\$81,809.54	\$92,671.13
Firefighter	\$81,809.54	\$103,349.97
Firefighter	\$81,809.54	\$98,069.58
Firefighter	\$81,809.54	\$98,547.22
Firefighter	\$81,809.54	\$93,602.31
Firefighter	\$81,809.54	\$98,564.39
Firefighter	\$81,809.54	\$95,309.50
Firefighter	\$69,672.06	\$79,523.43
Firefighter	\$81,809.54	\$102,883.23
Firefighter	\$81,809.54	\$102,710.36
Firefighter	\$81,809.54	\$97,112.49
Firefighter	\$81,809.54	\$95,309.50
Firefighter	\$81,809.54	\$93,602.31
Firefighter	\$81,809.54	\$100,187.61
Firefighter	\$81,809.54	\$95,662.99
Firefighter	\$81,809.54	\$104,424.94
Firefighter	\$81,809.54	\$103,582.27
Firefighter	\$81,809.54	\$93,370.00
Firefighter	\$81,809.54	\$97,373.31
Firefighter	\$81,809.54	\$100,299.48
Firefighter	\$81,809.54	\$105,758.72
Firefighter	\$81,809.54	\$94,334.60
Firefighter	\$81,809.54	\$100,187.61
Firefighter	\$81,809.54	\$96,413.62
Firefighter	\$81,809.54	\$104,208.89
Firefighter	\$81,809.54	\$98,564.39
Firefighter	\$81,809.54	\$97,281.11
Firefighter	\$81,809.54	\$102,965.12
Firefighter	\$81,809.54	\$92,671.13
Firefighter	\$69,672.06	\$84,225.60
Firefighter	\$81,809.54	\$98,359.99
Firefighter	\$81,809.54	\$98,259.22
Firefighter	\$70,147.93	\$89,435.59
Firefighter	\$81,809.54	\$100,187.61
Firefighter	\$81,809.54	\$98,535.47
Firefighter	\$81,809.54	\$97,059.79
Firefighter	\$81,809.54	\$100,399.04
Firefighter	\$81,809.54	\$104,784.70
Firefighter	\$81,809.54	\$102,397.02
Firefighter	\$70,147.93	\$89,435.59
Firefighter	\$70,408.81	\$75,134.88
Firefighter	\$81,809.54	\$103,610.78
Firefighter	\$81,809.54	\$94,262.41
Firefighter	\$81,809.54	\$98,840.85
Firefighter	\$81,809.54	\$109,440.85
Firefighter	\$81,809.54	\$107,479.17
Firefighter	\$81,809.54	\$104,496.70
Firefighter	\$81,809.54	\$97,373.31
Firefighter	\$81,809.54	\$98,592.29
Firefighter	\$69,672.06	\$89,895.87
Firefighter	\$81,809.54	\$97,467.35
Firefighter	\$81,809.54	\$97,993.65
Firefighter	\$81,809.54	\$100,572.08
Firefighter	\$81,809.54	\$93,076.04
Firefighter	\$81,809.54	\$98,564.39
Firefighter	\$81,809.54	\$92,671.13
Firefighter	\$81,809.54	\$98,564.39



Firefighter	\$81,809.54	\$97,373.31
Firefighter	\$81,809.54	\$95,166.13
Firefighter	\$81,809.54	\$103,059.56
Firefighter	\$81,809.54	\$101,990.15
Firefighter	\$69,672.06	\$81,828.42
Firefighter	\$81,809.54	\$98,564.39
Firefighter	\$81,809.54	\$97,173.46
Firefighter	\$81,809.54	\$104,285.83
Firefighter	\$81,809.54	\$107,968.74
Firefighter	\$81,809.54	\$100,299.48
Firefighter	\$81,809.54	\$98,367.74
Firefighter	\$81,809.54	\$98,213.39
Firefighter	\$81,809.54	\$100,299.48
Firefighter	\$69,672.06	\$88,835.58
Firefighter	\$81,809.54	\$99,711.73
Firefighter	\$81,809.54	\$103,203.37
Firefighter	\$81,809.54	\$98,640.50
Firefighter	\$81,809.54	\$93,269.24
Firefighter	\$81,809.54	\$98,069.58
Firefighter	\$81,809.54	\$97,781.77
Firefighter	\$69,672.06	\$84,225.60
Firefighter	\$70,147.93	\$88,260.04
Firefighter	\$81,809.54	\$99,486.25
Firefighter	\$81,809.54	\$98,415.26
Firefighter	\$81,809.54	\$98,599.61
Firefighter	\$81,809.54	\$98,586.65
Firefighter	\$81,809.54	\$105,389.02
Firefighter	\$81,809.54	\$102,771.75
Firefighter	\$81,809.54	\$93,269.24
Firefighter	\$81,809.54	\$93,545.49
Firefighter	\$68,153.07	\$88,232.28
Firefighter	\$68,153.07	\$88,232.28
Firefighter	\$68,153.07	\$88,232.28
Firefighter	\$68,153.07	\$88,232.28
Firefighter	\$68,153.07	\$88,232.28
Firefighter	\$68,153.07	\$88,232.28
Firefighter	\$68,153.07	\$88,232.28
Firefighter	\$68,153.07	\$88,232.28
Firefighter	\$68,153.07	\$88,232.28
Firefighter	\$68,153.07	\$88,232.28
Chief Engineer	\$219,104.83	\$219,104.83
Assistant Chief Eng.	\$189,073.55	\$189,073.55
Apparatus Super.	\$98,453.08	\$99,503.08
Support Serv. Tech.	\$58,676.15	\$59,526.15
Administrative Asst.	\$61,828.64	\$62,678.64
Senior Clerk	\$45,372.29	\$45,722.29
Analyst	\$85,991.30	\$85,991.30
Director of Finance & Admin (25%)	\$95,875.75	\$23,968.94



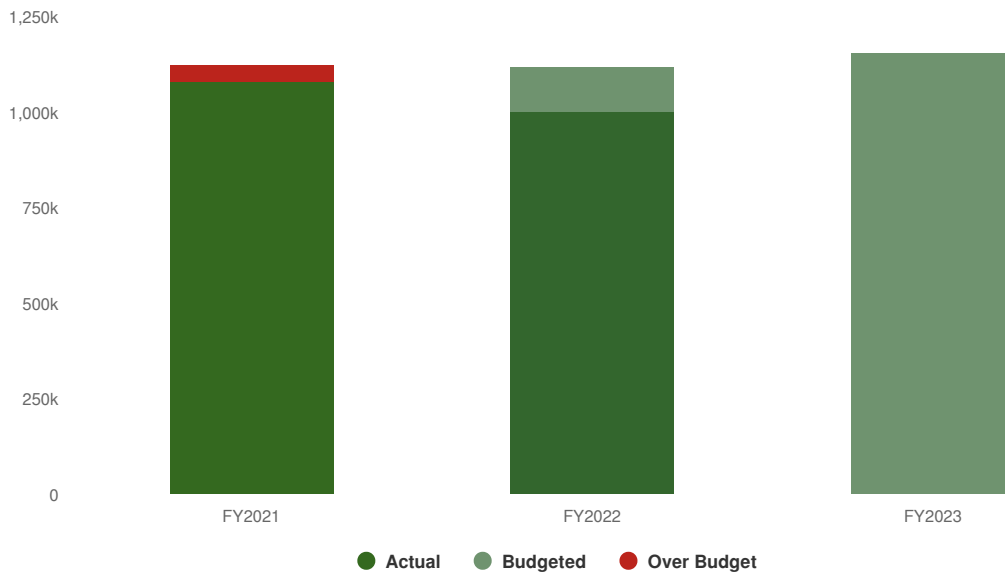
Fire Alarm

Charles Breen
Fire Chief

Expenditures Summary

\$1,154,590 **\$33,900**
(3.02% vs. prior year)

Fire Alarm Proposed and Historical Budget vs. Actual



Budget Detail

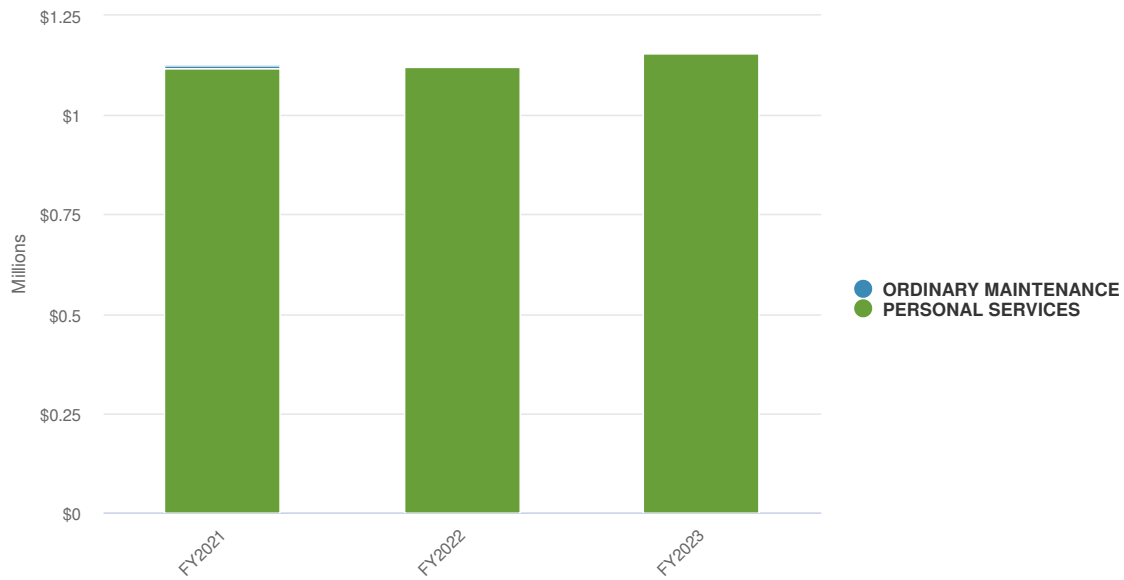
Personal Services Changes

Personal Services are projected to be up 3% for FY23.

- This is due to collective bargaining agreement obligations.



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$830,371	\$724,681	\$846,979	\$16,608
OVERTIME	\$175,000	\$187,846	\$178,500	\$3,500
TRAINING-OVERTIME	\$0	\$0	\$10,000	\$10,000
LONGEVITY	\$8,050	\$7,950	\$10,500	\$2,450
OUT OF GRADE	\$5,500	\$1,312	\$5,500	\$0
HOLIDAYS	\$67,069	\$49,148	\$68,411	\$1,342
PERFECT ATTENDANCE	\$0	\$2,900	\$0	\$0
UNIFORM ALLOWANCE	\$11,000	\$11,000	\$11,000	\$0
OTHER LUMP SUM PAYMENTS	\$23,700	\$18,950	\$23,700	\$0
Total PERSONAL SERVICES:	\$1,120,690	\$1,003,786	\$1,154,590	\$33,900
Total Expense Objects:	\$1,120,690	\$1,003,786	\$1,154,590	\$33,900



Personnel Listing

POSITION	FY23 BASE	TOTAL COMPENSATION
CHIEF FIRE ALARM OPERATOR	\$98,976.09	\$114,520.31
SENIOR FIRE ALARM OPERATOR	\$88,371.50	\$100,509.20
SENIOR FIRE ALARM OPERATOR	\$88,371.50	\$100,509.20
SENIOR FIRE ALARM OPERATOR	\$88,371.50	\$99,759.20
FIRE ALARM OPERATOR	\$78,903.14	\$89,526.09
SENIOR FIRE ALARM OPERATOR	\$88,371.50	\$99,759.20
FIRE ALARM OPERATOR	\$78,903.14	\$89,526.09
FIRE ALARM OPERATOR	\$78,903.14	\$88,926.09
FIRE ALARM OPERATOR	\$78,903.14	\$88,926.09
FIRE ALARM OPERATOR	\$78,903.14	\$88,626.09



Emergency Management

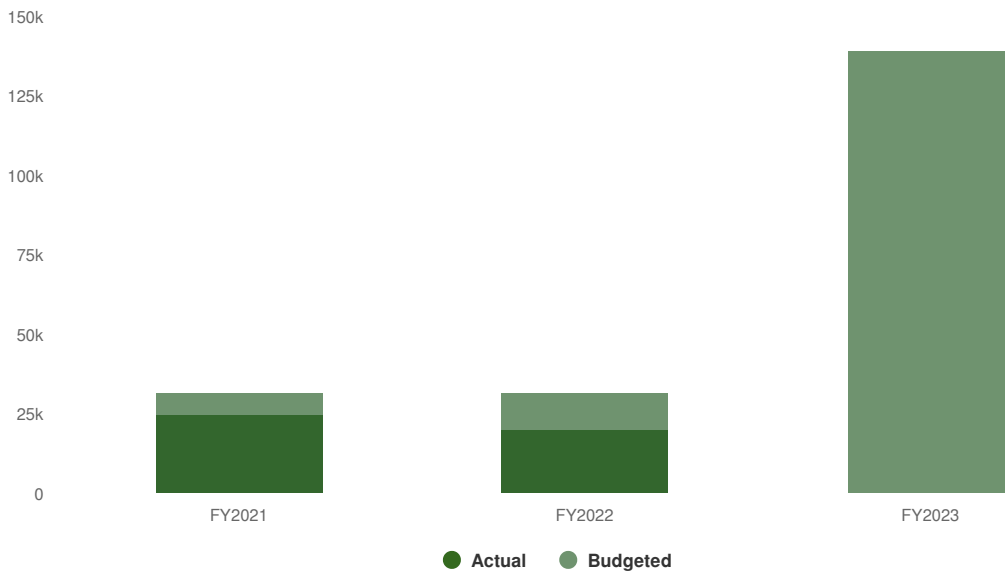
To help Somerville residents, businesses, organizations, and visitors before, during, and after emergencies.

Expenditures Summary

This is the first year for the Emergency Management Department and the budget includes a number of start-up costs including computer workstations, public safety radio equipment, and contingency funding for the 911 Integration Study. The other Ordinary Maintenance costs have been proposed based on expected annual needs. The FY23 budget also proposes one additional position under Personal Services based on the May 2021 iParametrics Consulting "Plan for the Creation and Implementation of the Office of Emergency Management and Dispatch" and the Department's May 2022 Emergency Management Program Roadmap.

\$139,178 **\$107,662**
(341.61% vs. prior year)

Emergency Management Proposed and Historical Budget vs. Actual



With the creation of the new Emergency Management Department, the budget is in a completely different format from prior years. All previous Fire Auxiliary budget lines have been absorbed into the Fire Department budget.

FY23 Goals & Measures of Progress

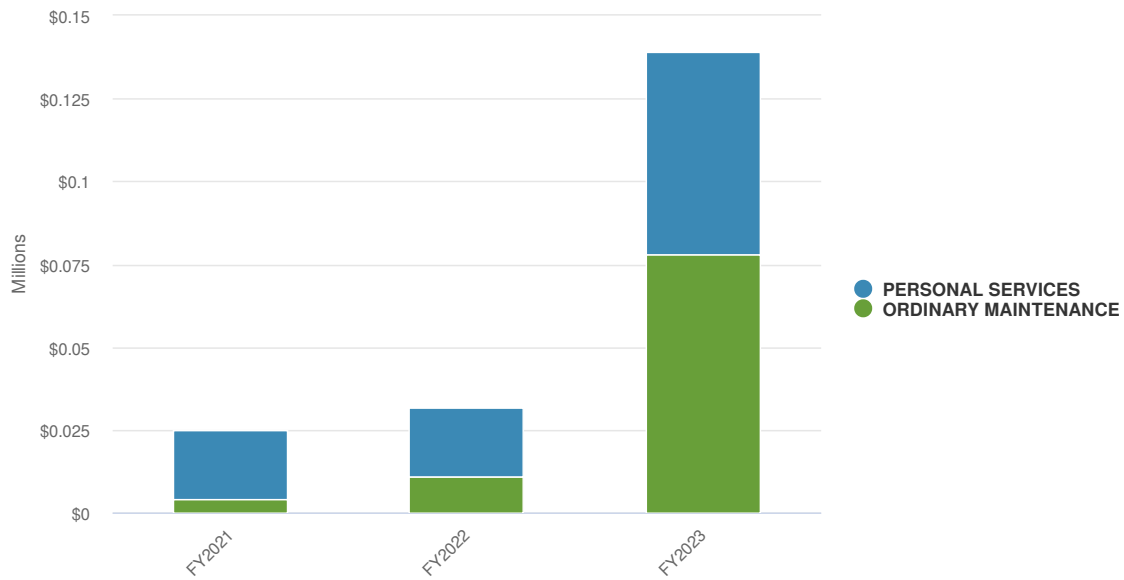
Goal	Measure of Progress
Goal 1.1: Develop a physical and virtual emergency operations center capability for municipal agencies and stakeholders to collaborate during a crisis	Within 10 minutes of a potential or actual incident, establish and maintain a virtual unified and coordinated operational structure and process across one jurisdiction affected and with 50 partner organizations involved in incident management. Maintain for one month.
Goal 1.2: Develop a physical and virtual emergency operations center capability for municipal agencies and stakeholders to collaborate during a crisis	Within one hour of a potential or actual incident, establish and maintain a combined virtual and physical unified and coordinated operational structure and process across one jurisdiction affected and with 50 partner organizations involved in incident management. Maintain for one week.
Goal 2.1: Collaborate with the Health & Human Services Department to establish sheltering capabilities to provide temporary shelter for Somerville residents during emergencies ranging from as small as a house fire to as large as a citywide extended power outage	Within two hours of an incident, provide emergency sheltering for 200 people requiring shelter, including 50 people with access and functional needs (requiring accessible shelter), and 30 animals requiring shelter. Maintain for one week.
Goal 2.2: Collaborate with the Health & Human Services Department to establish sheltering capabilities to provide temporary shelter for Somerville residents during emergencies ranging from as small as a house fire to as large as a citywide extended power outage	Within 72 hours of an incident, move 40 people requiring temporary, non-congregate housing, including 10 people with access and functional needs (requiring accessible, temporary, non-congregate housing), from congregate care to temporary housing.
Goal 2.3: Collaborate with the Health & Human Services Department to establish sheltering capabilities to provide temporary shelter for Somerville residents during emergencies ranging from as small as a house fire to as large as a citywide extended power outage	Within one hour of a National Weather Service extreme heat warning, extreme cold warning, or a large-scale power outage lasting more than eight hours, provide three temperature controlled warming/cooling/charging centers servicing 75 visits per day, including 30 visits of people with access and functional needs (requiring accessibility). Maintain for the 12 daytime hours that the warning or power outage is in effect and transition remaining visitors to other sheltering services at night.
Goal 3: Collaborate with the Communications & Community Engagement Department to enhance the City's alert & warning capabilities with the goal increase the speed of message distribution and leverage FEMA's Integrated Public Alert & Warning System	Within three minutes notice of an incident, deliver reliable and actionable information to 60,000 people affected, including 2,000 people with access and functional needs (affected) and 6,000 people with limited English proficiency affected.
Goal 4.1: Reorganize emergency management, preparedness, and homeland security grants management under the Emergency Management Department to advocate for UASI regional investments and prepare a strategy for coordinated FEMA UASI, FEMA EMPG, FEMA CCP, PHMSA HMEP, CDC PHEP, and municipal budget cycles	Convene public safety, public health, and public works grant committee and implement one EMPG grant proposal from grant application through closeout in FY23
Goal 4.2: Reorganize emergency management, preparedness, and homeland security grants management under the Emergency Management Department to advocate for UASI regional investments and prepare a strategy for coordinated FEMA UASI, FEMA EMPG, FEMA CCP, PHMSA HMEP, CDC PHEP, and municipal budget cycles	Convene public safety, public health, and public works grant committee and implement three UASI grant proposals from grant application through closeout in FY23

Budget Detail

Please note that due to an error, the Emergency Management Project Manager was not initially included in this budget. This position will be incorporated into the final amended appropriation order at a Personal Services cost of \$61,239 for nine months funding (NU9-5). Therefore the total FY23 Emergency Management budget is proposed at \$139,289.



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$20,826	\$17,885	\$61,128	\$40,302
Total PERSONAL SERVICES:	\$20,826	\$17,885	\$61,128	\$40,302
ORDINARY MAINTENANCE				
CERTIFICATION		\$0	\$3,000	\$3,000
PROFESSIONAL & TECHNICAL SVC		\$0	\$25,000	\$25,000
EMPLOYEE TRAINING COURSES		\$0	\$5,600	\$5,600
POSTAGE		\$0	\$50	\$50
COMPUTER EQUIPMENT NOT CAPITAL		\$0	\$15,000	\$15,000
OTH EQUIPMENT NOT CAPITALIZE		\$0	\$10,000	\$10,000
CUSTODIAL & MAINT SUPPLIES	\$100	\$0	\$0	-\$100
FOOD SUPPLIES & REFRESHMT	\$700	\$0	\$0	-\$700
PUBLIC SAFETY SUPPLIES	\$4,350	\$0	\$10,000	\$5,650
UNIFORMS	\$4,500	\$936	\$500	-\$4,000
SUPPLIES FOR MEN/WOMEN	\$500	\$0	\$0	-\$500
IN STATE TRAVEL		\$0	\$1,200	\$1,200
IN STATE CONFERENCES		\$0	\$200	\$200
OUT OF STATE TRAVEL		\$0	\$4,500	\$4,500
OUT OF STATE CONFERENCES		\$0	\$1,500	\$1,500
DUES AND MEMBERSHIPS	\$300	\$300	\$1,500	\$1,200
INSURANCE PREMIUMS	\$240	\$469	\$0	-\$240
Total ORDINARY MAINTENANCE:	\$10,690	\$1,705	\$78,050	\$67,360
Total Expense Objects:	\$31,516	\$19,590	\$139,178	\$107,662



Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Director of Emergency Management	2022-07-01	1	0%	\$133,255	\$0	
Project Manager	2022-10-01	1	100%	\$60,887	\$61,239	NU9



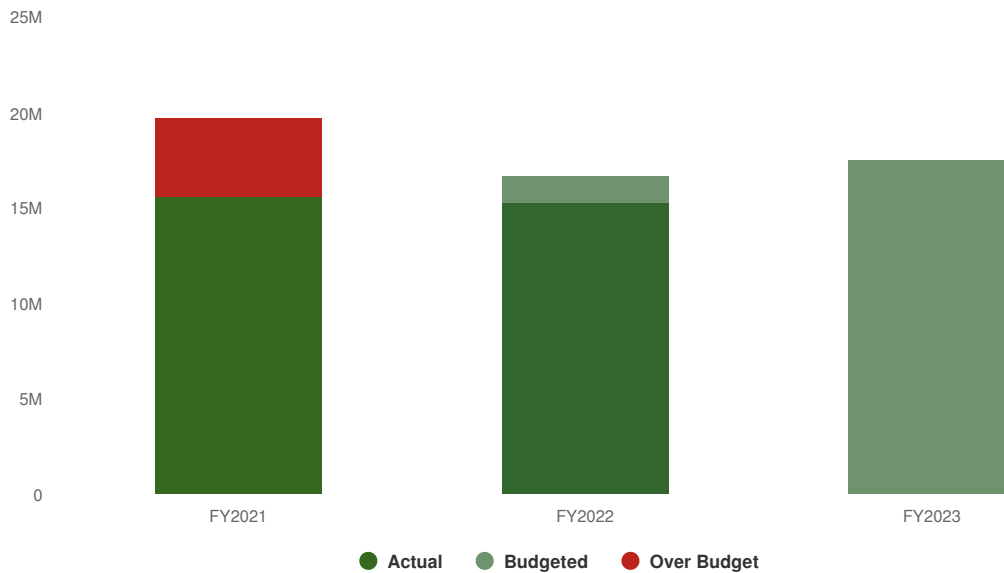
Police

The Somerville Police Department is resolute in its conviction to compassionate policing and providing our community the highest level of service. We pledge to treat all persons with courtesy, dignity, and respect; and to work closely with elected officials, community organizers, and the Director of Racial & Social Justice on reimagining policing in the City of Somerville.

Expenditures Summary

\$17,502,937 **\$797,247**
(4.77% vs. prior year)

Police Proposed and Historical Budget vs. Actual



*Please note that the FY21 budget included an additional \$4,476,684 in appropriations after the initial budget to fund the settled contract with the Somerville Police Employees Association (Patrol Union). Of this amount, \$3,411,539 was used for retroactive payments to union members for prior years settled under the agreement.



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.1: Provide every neighborhood a sense of security and improve quality of life by building trust and legitimacy through compassionate policing. Continue engagement with the community as part of our award winning community policing philosophy, and our dedication to the youth of the community	-Increase traffic education by 10%
Goal 1.2: Provide every neighborhood a sense of security and improve quality of life by building trust and legitimacy through compassionate policing. Continue engagement with the community as part of our award winning community policing philosophy, and our dedication to the youth of the community	-Increase number of Park Walk & Talks
Goal 1.3: Provide every neighborhood a sense of security and improve quality of life by building trust and legitimacy through compassionate policing. Continue engagement with the community as part of our award winning community policing philosophy, and our dedication to the youth of the community	-COHR will increase collaborations with community service providers by having a minimum of quarterly meetings with Vinfen and Somerville Cambridge Elder Services, as well as with police administration
Goal 2.1: Continue and expand internal management best practices to foster a more efficient, collaborative, and responsive police force. We pledge to treat all persons with courtesy, dignity and respect; and to work closely with elected officials, community organizers and the Director of Racial and Social Justice on reimagining policing in the City of Somerville	-
Goal 2.2: Continue and expand internal management best practices to foster a more efficient, collaborative, and responsive police force. We pledge to treat all persons with courtesy, dignity and respect; and to work closely with elected officials, community organizers and the Director of Racial and Social Justice on reimagining policing in the City of Somerville	-Increase data transparency by increasing the number of datasets available to the public
Goal 2.3: Continue and expand internal management best practices to foster a more efficient, collaborative, and responsive police force. We pledge to treat all persons with courtesy, dignity and respect; and to work closely with elected officials, community organizers and the Director of Racial and Social Justice on reimagining policing in the City of Somerville	-Meet or surpass deadlines as outlined in the Massachusetts Police Reform Bill
Goal 3: Provide high quality training to ensure officers are equipped with the skills and information needed to serve and protect the Somerville community. This includes mandatory trainings that meet all criteria set by the Massachusetts Municipal Police Training Committee as well as expanded training relevant to racial and social justice such as implicit bias, de-escalation, crisis intervention, health and mental wellness, and other similar training	-Increase the number of trainings in the areas of Racial and Social Justice by 3-5 trainings and ensure 100% of Officer Compliance



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1.1: Provide every neighborhood a sense of security and improve quality of life by building trust and legitimacy through compassionate policing. Continue engagement with the community as part of our award winning community policing philosophy, and our dedication to the youth of the community	-Increase traffic enforcement by 10%	Complete
Goal 1.2: Provide every neighborhood a sense of security and improve quality of life by building trust and legitimacy through compassionate policing. Continue engagement with the community as part of our award winning community policing philosophy, and our dedication to the youth of the community	-Reinstate Park Walk & Talks	Complete
Goal 1.3: Provide every neighborhood a sense of security and improve quality of life by building trust and legitimacy through compassionate policing. Continue engagement with the community as part of our award winning community policing philosophy, and our dedication to the youth of the community	-COHR will increase collaborations with community service providers by having a minimum of quarterly meetings with Vinfen and Somerville Cambridge Elder Services	Complete
Goal 2.1: Continue and expand internal management best practices to foster a more efficient, collaborative, and responsive police force. We pledge to treat all persons with courtesy, dignity and respect; and to work closely with elected officials, community organizers and the Director of Racial and Social Justice on reimagining policing in the City of Somerville	-Pass annual Accreditation audit	Complete
Goal 2.2: Continue and expand internal management best practices to foster a more efficient, collaborative, and responsive police force. We pledge to treat all persons with courtesy, dignity and respect; and to work closely with elected officials, community organizers and the Director of Racial and Social Justice on reimagining policing in the City of Somerville	-Increase data transparency by increasing the number of datasets available to the public	In Progress
Goal 2.3: Continue and expand internal management best practices to foster a more efficient, collaborative, and responsive police force. We pledge to treat all persons with courtesy, dignity and respect; and to work closely with elected officials, community organizers and the Director of Racial and Social Justice on reimagining policing in the City of Somerville	-Meet or surpass deadlines in implementation of State Police Reform Bill	Complete
Goal 3: Provide high quality training to ensure officers are equipped with the skills and information needed to serve and protect the Somerville community. This includes mandatory trainings that meet all criteria set by the Massachusetts Municipal Police Training Committee as well as expanded training relevant to racial and social justice such as implicit bias, de-escalation, crisis intervention, health and mental wellness, and other similar training	-Increase the number of trainings in the areas of Racial and Social Justice by 3-5 trainings and ensure 100% of Officer Completion	Complete



Budget Detail

Personal Services Changes

Personal Services are projected up 7.3% for FY23.

- Incorporates one new Civilian IT position (\$71.2k) to support the implementation, use, and data management of the Body-Worn Camera Initiative
- Includes associated contractual pay increases for officers once Body-Worn Camera Initiative begins, including training
- Court time and overtime are projected based on FY22 trends
- Six vacant Patrol Officer positions have been funded at one month for FY23, pending results of the staffing study and reimagining police process
- Other changes in salaries are due to negotiated collective bargaining agreements including the Police Superiors contract, settled in FY22.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected up 38.5% for FY23.

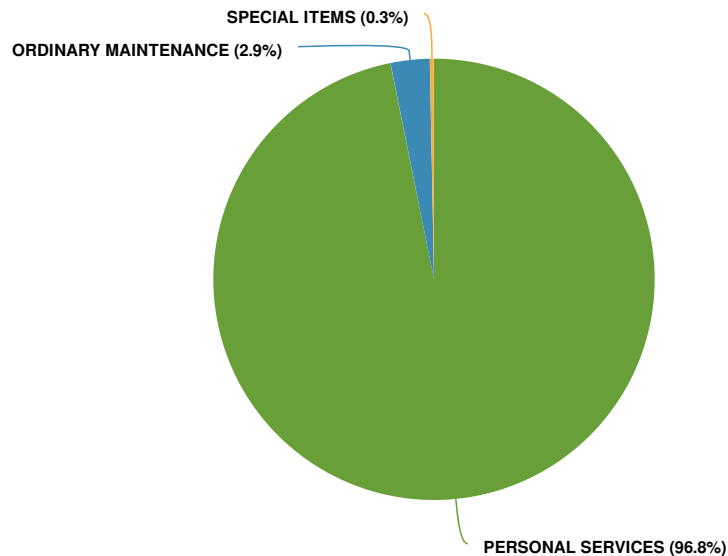
- The Audio-Visual Supplies includes the cost of Body-Worn Camera Initiative of \$127,833
- The Professional & Technical Services line increased by \$9,500 to allow for a more transparent, easily accessible redesign of the SPD website
- Public Safety Supplies increased by \$36,000 to fund supplies needed for weapons qualification training

Special Items Changes

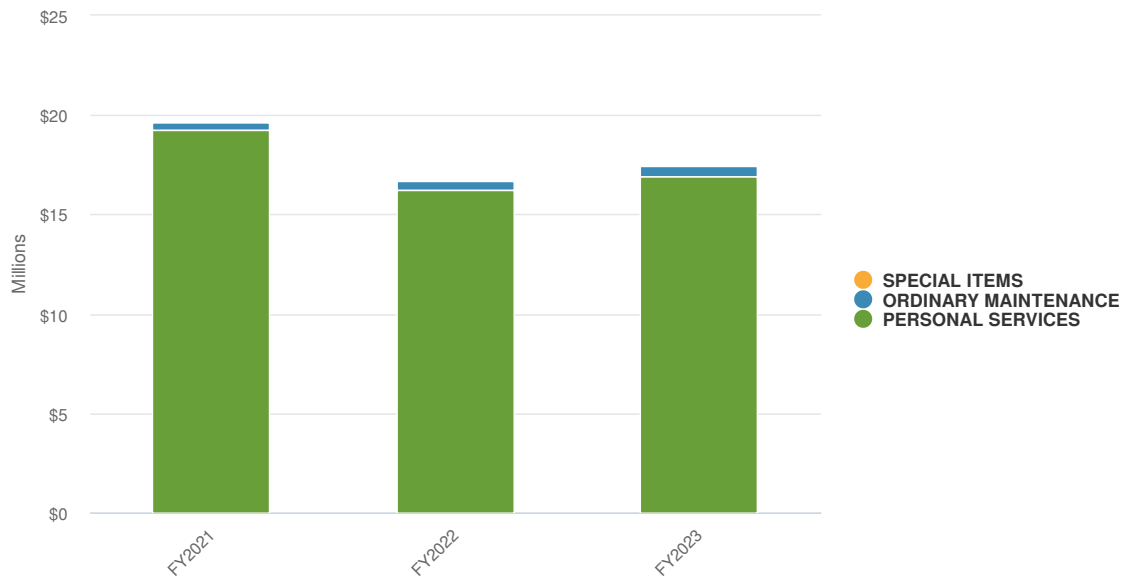
Special Items are projected up 4.9% for FY23

- Related to increased rent for substations

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$12,236,436	\$10,438,709	\$12,554,304	\$317,868
CROSSING GUARDS	\$446,807	\$225,419	\$446,807	\$0
SALARIES & WAGES TEMPORARY	\$20,000	\$0	\$20,000	\$0
OVERTIME	\$975,540	\$980,018	\$1,148,500	\$172,960
TRAINING-OVERTIME	\$200,000	\$289,537	\$308,500	\$108,500
SHIFT DIFFERENTIALS	\$993,539	\$834,414	\$1,032,791	\$39,252
LONGEVITY	\$93,200	\$99,800	\$97,100	\$3,900
COURT TIME	\$100,000	\$87,783	\$150,000	\$50,000
OUT OF GRADE	\$12,190	\$14,316	\$12,190	\$0
HOLIDAYS	\$773,207	\$744,429	\$789,987	\$16,780
HOLIDAYS NON-UNION	\$10,845	\$10,112	\$1,217	-\$9,628
HOLIDAYS - S.M.E.A.	\$2,532	\$2,532	\$1,279	-\$1,253
PERFECT ATTENDANCE	\$0	\$20,225	\$0	\$0
CAREER/EDUCATIONAL INCENTIVE	\$12,000	\$9,000	\$12,000	\$0
UNIFORM ALLOWANCE	\$1,400	\$4,600	\$1,400	\$0
WEAPONS PAY	\$76,200	\$63,675	\$76,200	\$0
5/2 BUYBACK	\$80,532	\$65,566	\$69,507	-\$11,025
OTHER LUMP SUM PAYMENTS	\$0	\$895,335	\$0	\$0
HAZARDOUS DUTY STIPEND	\$153,562	\$150,739	\$214,155	\$60,593
DETENTION ATTENDANTS	\$15,000	\$1,351	\$15,000	\$0
Total PERSONAL SERVICES:	\$16,202,990	\$14,937,561	\$16,950,937	\$747,947
ORDINARY MAINTENANCE				



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
R&M - OFFICE EQUIPMENT	\$6,000	\$5,347	\$6,000	\$0
R&M - OTHER EQUIPMENT	\$6,500	\$3,685	\$6,500	\$0
R&M - RADIO ALARM	\$12,000	\$3,887	\$12,000	\$0
R&M - SOFTWARE	\$16,000	\$13,697	\$14,000	-\$2,000
RENTALS EQUIPMENT	\$2,000	\$1,546	\$2,000	\$0
RENTALS - VEHICLE	\$35,000	\$23,314	\$35,000	\$0
RENTAL-WATER COOLER	\$3,000	\$3,941	\$3,000	\$0
PROFESSIONAL & TECHNICAL SVC	\$50,000	\$29,835	\$59,500	\$9,500
MEDICAL & DENTAL SERVICES	\$70,000	\$3,208	\$70,000	\$0
IN SERVICE TRAINING OM	\$65,450	\$23,669	\$65,450	\$0
SOFTWARE SERVICES	\$20,000	\$15,540	\$18,900	-\$1,100
POSTAGE	\$5,000	\$5,071	\$6,000	\$1,000
PSTN-USAGE	\$25,000	\$20,529	\$25,000	\$0
WEB SITE COSTS	\$500	\$331	\$500	\$0
OFFICE SUPPLIES	\$15,000	\$8,470	\$15,000	\$0
PRINTING & STATIONERY	\$6,000	\$3,900	\$6,000	\$0
COMPUTER SUPPLIES	\$6,500	\$1,605	\$6,500	\$0
OFFICE EQUIPMENT NOT CAPITALIZ	\$1,000	\$0	\$1,000	\$0
OFFICE FURNITURE NOT CAPITALIZ	\$1,000	\$651	\$1,000	\$0
COMPUTER EQUIPMENT NOT CAPITAL	\$1,500	\$259	\$1,500	\$0
OTH EQUIPMENT NOT CAPITALIZE	\$0	\$1,591		\$0
FOOD SUPPLIES & REFRESHMT	\$2,000	\$380	\$2,000	\$0
PUBLIC SAFETY SUPPLIES	\$44,000	\$52,807	\$80,000	\$36,000
MAGAZINES/SUBSCRIPTS/PUB	\$0	\$3,450	\$3,500	\$3,500
BADGES, EMBLEMS, TROPHIES, MEDALL	\$1,000	\$1,195	\$1,000	\$0
PHOTOGRAPHIC SUPPLIES	\$250	\$0	\$250	\$0
SUPPLIES FOR MEN/WOMEN	\$25,000	\$9,362	\$25,000	\$0
COLORGUARD	\$3,500	\$3,500	\$3,500	\$0
TRAFFIC SUPV SUPPLIES	\$6,000	\$570	\$6,000	\$0
OUT OF STATE CONFERENCES	\$2,000	\$970	\$2,000	\$0
DUES AND MEMBERSHIPS	\$14,000	\$12,307	\$14,000	\$0
BAPERN MEMBERSHIP	\$4,300	\$4,301	\$4,300	\$0
CARE OF PRISONERS	\$4,000	\$452	\$3,000	-\$1,000
GUN BUYBACK INCENTIVE	\$0	\$4,000	\$1,000	\$1,000
Total ORDINARY MAINTENANCE:	\$453,500	\$263,370	\$500,400	\$46,900
SPECIAL ITEMS				
RENTAL - BUILDINGS	\$49,200	\$50,400	\$51,600	\$2,400
Total SPECIAL ITEMS:	\$49,200	\$50,400	\$51,600	\$2,400
Total Expense Objects:	\$16,705,690	\$15,251,330	\$17,502,937	\$797,247



Personnel Listing

Position	FY23 Base Compensation	Total
Chief	237,470.37	237,470.37
Deputy Chief	215,957.67	215,957.67
Deputy Chief	215,957.67	215,957.67
Captain	155,881.73	183,181.60
Captain	155,881.73	183,181.60
Captain	155,881.73	183,181.60
Lieutenant	132,665.78	157,252.76
Lieutenant	132,665.78	156,495.32
Lieutenant	127,359.13	151,392.64
Lieutenant	132,665.78	158,117.56
Lieutenant	132,665.78	156,495.32
Lieutenant	132,665.78	157,195.32
Lieutenant	127,359.13	151,701.39
Lieutenant	127,359.13	151,619.79
Lieutenant	132,665.78	155,995.32
Lieutenant	132,665.78	157,273.56
Lieutenant	132,665.78	156,517.56
Sergeant	99,358.00	121,314.06
Sergeant	99,358.00	118,468.11
Sergeant	112,907.03	135,835.15
Sergeant	112,907.03	134,483.59
Sergeant	108,390.69	132,429.99
Sergeant	108,390.69	129,545.09
Sergeant	108,390.69	132,259.49
Sergeant	112,907.03	134,887.15
Sergeant	90,325.31	108,591.13
Sergeant	90,325.31	112,322.94
Sergeant	112,907.03	133,783.59
Sergeant	112,907.03	133,283.59
Sergeant	99,358.00	118,468.11
Sergeant	99,358.00	121,203.66
Sergeant	112,907.03	135,806.35
Sergeant	108,390.69	130,265.99
Sergeant	112,907.03	134,387.15
Sergeant	112,907.03	134,235.15
Sergeant	112,907.03	134,235.15
Patrol04	73,137.94	89,715.65
Patrol04	87,765.43	105,282.16
Patrol04	91,422.56	109,201.66
Patrol04	73,137.94	91,005.25
Patrol04	73,137.94	90,554.65
Patrol04	87,765.43	106,394.72
Patrol04	87,765.43	105,363.76
Patrol04	91,422.56	109,283.26
Patrol04	73,137.94	89,715.65
Patrol04	87,765.43	106,352.36
Patrol04	91,422.56	109,383.26
Patrol04	91,422.56	110,308.09
Patrol04	57,669.86	95,515.97
	20,035.86	



Patrol04	73,137.94	91,115.65
Patrol04	73,137.94	90,571.45
Patrol04	87,765.43	105,963.76
Patrol04	73,137.94	90,393.93
Patrol04	80,451.68	98,413.90
Patrol04	14,501.50	107,671.98
	75,309.77	
Patrol04	73,137.94	89,686.85
Patrol04	91,422.56	109,412.06
Patrol04	80,451.68	96,097.35
Patrol04	73,137.94	90,899.99
Patrol04	87,765.43	105,363.76
Patrol04	73,137.94	89,715.65
Patrol04	87,765.43	103,594.72
Patrol04	73,137.94	89,605.25
Patrol04	87,765.43	105,463.76
Patrol04	73,137.94	89,605.25
Patrol04	87,765.43	105,282.16
Patrol04	73,137.94	89,605.25
Patrol04	87,765.43	103,594.72
Patrol04	87,765.43	106,394.72
Patrol04	91,422.56	109,801.66
Patrol04	87,765.43	105,492.56
Patrol04	73,137.94	92,499.99
Patrol04	91,422.56	109,912.06
Patrol04	80,451.68	97,525.30
Patrol04	61,789.00	102,008.23
	22,768.07	
Patrol04	73,137.94	89,715.65
Patrol04	91,422.56	109,383.26
Patrol04	87,765.43	104,094.72
Patrol04	87,765.43	105,392.56
Patrol04	80,451.68	98,493.10
Patrol04	87,765.43	106,663.76
Patrol04	73,137.94	89,715.65
Patrol04	80,451.68	97,525.30
Patrol04	80,451.68	98,043.70
Patrol04	87,765.43	104,094.72
Patrol04	73,137.94	89,715.65
Patrol04	73,137.94	90,471.45
Patrol04	76,795.07	94,474.16
Patrol04	91,422.56	109,412.06
Patrol04	87,765.43	106,148.36
Patrol04	73,137.94	90,575.45
Patrol04	73,137.94	93,823.19
Patrol04	91,422.56	110,364.06
Patrol04	73,137.94	90,315.65
Patrol04	80,451.68	97,525.30
Patrol04	73,137.94	90,471.45
Patrol04	87,765.43	103,494.72
Patrol04	73,137.94	90,654.65
Patrol04	73,137.94	88,899.99
Patrol04	91,422.56	109,312.06
Patrol04	61,789.00	102,089.83
	22,768.07	
Patrol04	91,422.56	109,312.06
Patrol04	73,137.94	90,571.45
Patrol04	73,137.94	90,471.45



Patrol04	87,765.43	105,392.56
Patrol04	87,765.43	105,382.16
Patrol04	80,451.68	98,043.70
Patrol04	73,137.94	87,599.99
Patrol04	91,422.56	109,883.26
Patrol04	91,422.56	109,201.66
Patrol04	73,137.94	90,950.85
Patrol04	87,765.43	105,382.16
Patrol03/04	20,689.02	95,333.82
	57,025.14	
Patrol03/04	20,689.02	89,625.04
	51,841.07	
Patrol03/04	20,689.02	89,625.04
	51,841.07	
Patrol03/04	20,689.02	95,253.02
	57,025.14	
Patrol03/04	20,689.02	88,765.24
	51,841.07	
Patrol02/03	57,123.95	78,199.97
	4,900.03	
Patrol02/03	57,123.95	78,199.97
	4,900.03	
Patrol01/02	50,556.50	75,067.42
	9,168.04	
Patrol01/02	50,556.50	75,067.42
	9,168.04	
Patrol01/02	50,556.50	72,177.75
	9,168.04	
Patrol01/02	50,556.50	72,177.75
	9,168.04	
Patrol01 (Funded 11 months)	54,655.68	64,599.10
Patrol01 (Funded 1 month)	4,554.64	4,554.64
Patrol01 (Funded 1 month)	4,554.64	4,554.64
Patrol01 (Funded 1 month)	4,554.64	4,554.64
Patrol01 (Funded 1 month)	4,554.64	4,554.64
Patrol01 (Funded 1 month)	4,554.64	4,554.64
Director Of F&A	95,875.74	71,906.81
IT/Communications Cilivian	101,744.59	101,744.59
II/Communications Jr. Clerk	67,829.72	67,829.72
IT/Specialist - Body Cam Implementation (Effective 10-1-2022)	71,250	71,434
Financial Analyst	86,482.87	86,482.87
Sr. Crime Analyst	86,927.62	86,927.62
Crime Analyst	66,499.67	66,499.67
Victim Witness Advocate	59,984.59	59,984.59
Records Clerk	50,872.03	50,872.03
Records Clerk-Part Time	18,792.00	18,792.00
Sr. Clerk-Substation	46,002.29	46,678.55
Sr. Clerk-Substation	46,002.29	47,028.55
Admin Asst	63,313.90	65,456.48
Sr. Clerk	46,002.29	46,678.55
Detail Supervisor	78,861.67	80,713.82
Detail Clerk	53,485.69	54,290.61



Cohr Director	86,482.87	86,482.87
Clinical Coordinator	69,186.40	32,371.40

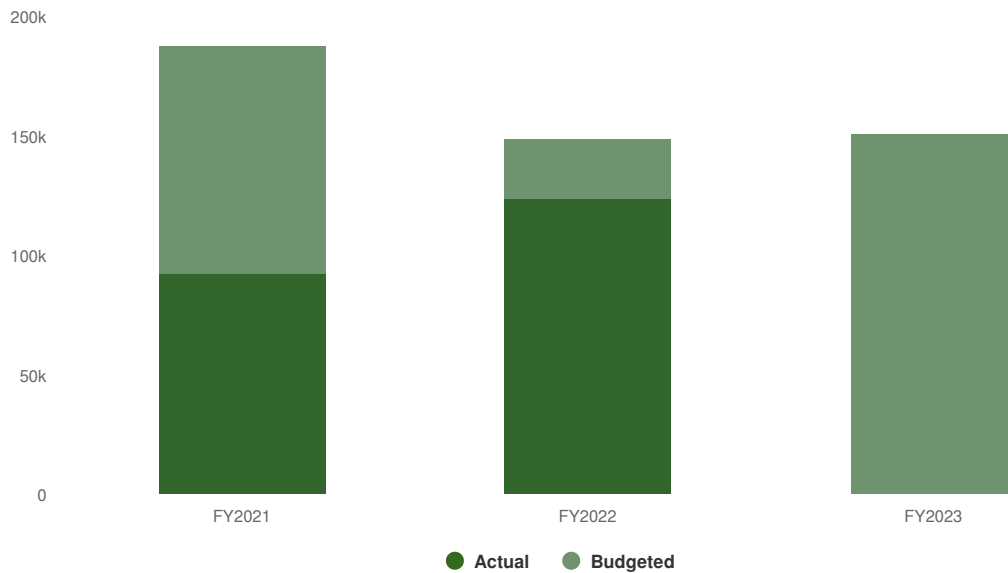


Animal Control

Expenditures Summary

\$150,732 **\$1,817**
(1.22% vs. prior year)

Animal Control Proposed and Historical Budget vs. Actual



Budget Detail

Personal Services Changes

Personal Services are projected up 1% for FY23.

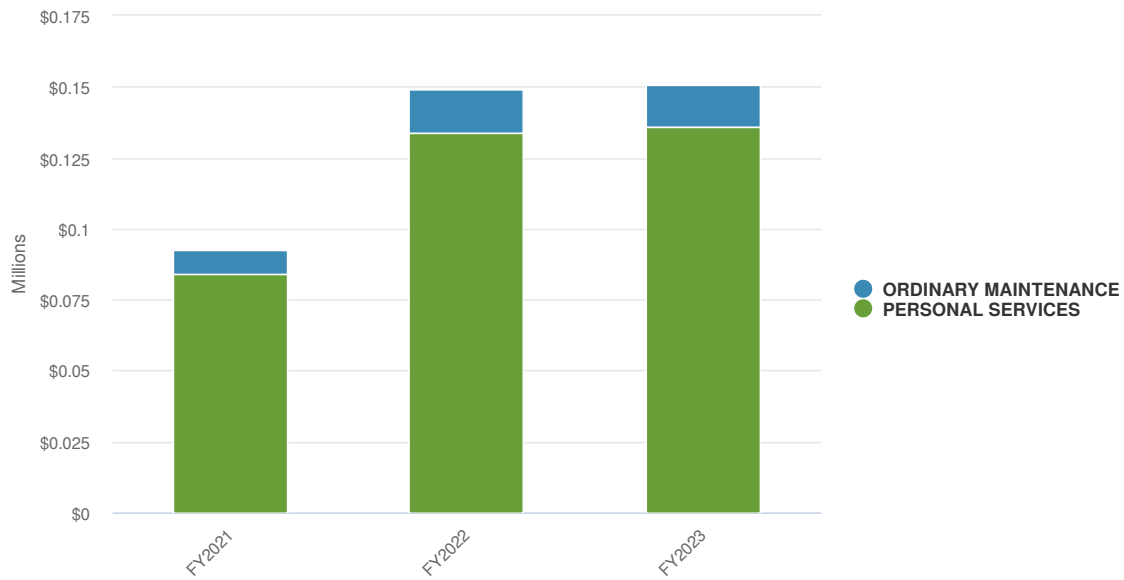
- Changes are due to salaries and benefits based on collective bargaining increases.

Ordinary Maintenance Changes

Ordinary Maintenance costs are unchanged for FY23



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$116,438	\$101,270	\$117,603	\$1,165
OVERTIME	\$10,000	\$9,319	\$10,200	\$200
LONGEVITY	\$600	\$600	\$1,600	\$1,000
OTHER DIFFERENTIALS	\$4,484	\$4,461	\$4,529	\$45
HOLIDAYS - S.M.E.A.	\$893	\$453	\$0	-\$893
UNIFORM ALLOWANCE	\$1,400	\$1,400	\$1,400	\$0
OTHER LUMP SUM PAYMENTS	\$0	\$0	\$300	\$300
Total PERSONAL SERVICES:	\$133,815	\$117,503	\$135,632	\$1,817
ORDINARY MAINTENANCE				
KENNELS	\$2,000	\$0	\$2,000	\$0
PROFESSIONAL & TECHNICAL SVC	\$6,000	\$1,901	\$6,000	\$0
IN SERVICE TRAINING OM	\$200	\$390	\$200	\$0
POSTAGE	\$500	\$0	\$500	\$0
OFFICE SUPPLIES	\$2,000	\$1,381	\$2,000	\$0
PRINTING & STATIONERY	\$1,300	\$0	\$1,300	\$0
PUBLIC SAFETY SUPPLIES	\$3,000	\$2,470	\$3,000	\$0
BADGES, EMBLEMS, TROPHIES, MEDALL	\$100	\$0	\$100	\$0
Total ORDINARY MAINTENANCE:	\$15,100	\$6,141	\$15,100	\$0
Total Expense Objects:	\$148,915	\$123,644	\$150,732	\$1,817



Personnel Listing

Position	FY23 Base	Total Compensation
Animal Control Officer	57,923.73	60,865.22
Animal Control Officer	59,678.69	63,265.23

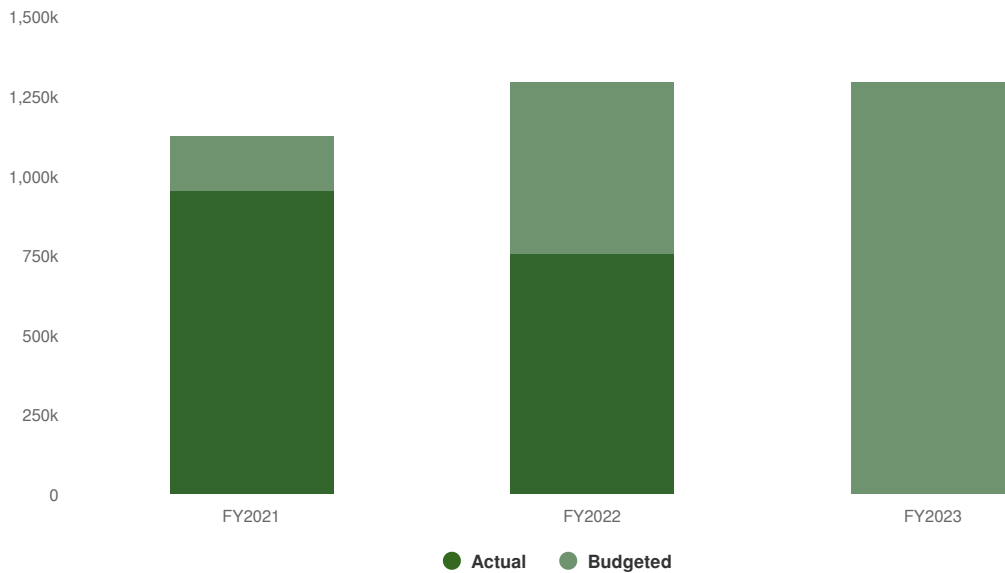


E-911

Expenditures Summary

\$1,297,215 **\$179**
(0.01% vs. prior year)

E-911 Proposed and Historical Budget vs. Actual



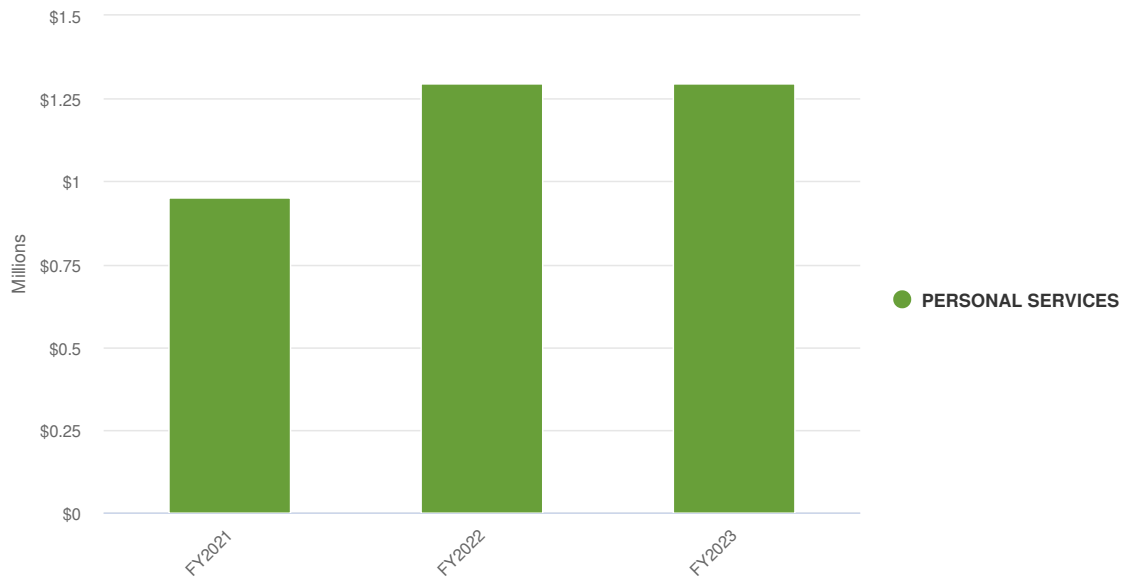
Budget Detail

Personal Services Changes

Personal Services are projected nearly flat for FY23



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$922,907	\$507,218	\$955,484	\$32,577
OVERTIME	\$204,000	\$172,598	\$215,325	\$11,325
SHIFT DIFFERENTIALS	\$51,555	\$46,463	\$53,584	\$2,029
LONGEVITY	\$16,100	\$0	\$16,400	\$300
HOLIDAYS	\$95,474	\$21,667	\$49,422	-\$46,052
UNIFORM ALLOWANCE	\$7,000	\$7,000	\$7,000	\$0
Total PERSONAL SERVICES:	\$1,297,036	\$754,946	\$1,297,215	\$179
Total Expense Objects:	\$1,297,036	\$754,946	\$1,297,215	\$179

Personnel Listing

Position	FY23 Base	Total Compensation
E-911 Operator	69,694.31	78,259.19
E-911 Operator	69,694.31	76,941.19
E-911 Operator	68,664.40	78,390.01
E-911 Operator	65,664.99	75,700.46
E-911 Operator	65,664.99	74,608.46
E-911 Operator	69,694.31	76,881.19
E-911 Operator	68,664.40	78,402.01
E-911 Operator	68,664.40	80,685.01
E-911 Operator	69,694.31	78,307.19
E-911 Operator	69,694.31	76,941.19
E-911 Operator	65,664.99	73,505.46
E-911 Operator	65,664.99	75,700.46
E-911 Operator	68,664.40	80,686.01
E-911 Operator	69,694.31	76,881.19



Parking

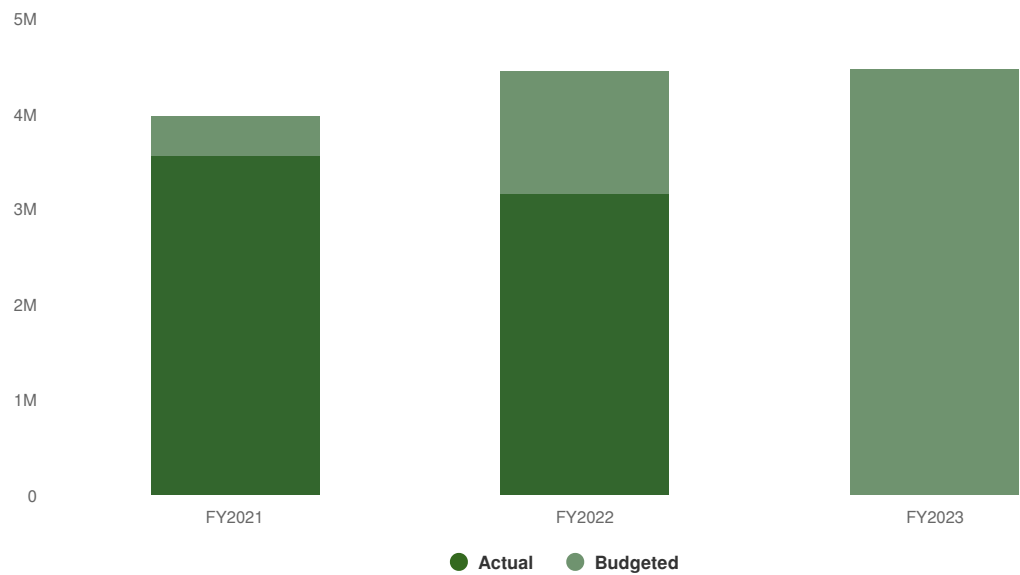
The Parking Department serves resident, business, and visitor parking needs through the work of its three divisions: Administration, Enforcement, and Maintenance. The Department issues over 20 permit types, enforces parking regulations citywide, and maintains the City's meters and signs. The Department advises and coordinates with every department in the City on all matters related to parking and advises the City's Traffic Commission in developing rules and regulations. The Parking Department is dedicated to providing accurate, courteous, and efficient customer service to our residents, businesses, and visitors through enhanced technologies, extensive business analysis, and consistently high professional performance.

Expenditures Summary

\$4,460,481

\$7,127
(0.16% vs. prior year)

Parking Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
GOAL 1: Leverage new technologies to improve operational efficiency and enhance customer service. <ul style="list-style-type: none"> ◦ Upgrade to a web-based permitting and enforcement platform that will provide a dedicated client success representative to support the Parking Department in current and future integrations with meter/kiosks/pay by cell technologies as well as data reporting and newest technology in handheld devices for enforcement and reporting. ◦ Expand meter payment options by increasing the touchless payment systems to three apps. 	
GOAL 2: Evaluate parking policies and operations to meet current and future constituent needs, as well as Climate Forward mobility priorities. <ul style="list-style-type: none"> ◦ Assess the parking website at least quarterly for ease of navigation and use, as well as to ensure clear, accurate information. ◦ Complete the comprehensive parking study in collaboration with OSPCD Mobility Division and Parking Task Force. ◦ Initiate recommendations of the comprehensive parking study in collaboration with OSPCD Mobility Division. 	
GOAL 3: Improve accessibility and safety of streets, supporting the City's Vision Zero goals, through maintenance of signs and enforcement of safety regulations. <ul style="list-style-type: none"> ◦ Utilize QAlert to manage sign maintenance workload, including constituent and internal missing and damaged sign reports, and document sign repair work completed. ◦ Complete the installation and maintain safety zone signage throughout neighborhoods reducing the speed limit to 20 MPH ◦ Collaborate with Engineering with increasing daylighting tactics to ensure the safety of pedestrians at crosswalks throughout the city. 	



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1.1: Leverage new technologies to improve operational efficiency and enhance customer service	-Upgrade to a web-based permitting and enforcement platform that will provide a dedicated client success representative to support the Parking Department in current and future integrations with meter/kiosks/pay by cell technologies as well as data reporting and newest technology in handheld devices for enforcement and reporting	In Progress
Goal 1.2: Leverage new technologies to improve operational efficiency and enhance customer service	-Expand meter payment options by adding at least two new touchless payment systems	Completed
Goal 2.1: Evaluate parking policies and operations to meet current and future constituent needs, as well as Climate Forward mobility priorities	-Assess the parking website at least quarterly for ease of navigation and use, as well as to ensure clear, accurate information	In Progress
Goal 2.2: Evaluate parking policies and operations to meet current and future constituent needs, as well as Climate Forward mobility priorities	-Complete Phase One: Parking Data Inventory of the comprehensive parking study in collaboration with OSPCD Mobility Division	Complete
Goal 2.3: Evaluate parking policies and operations to meet current and future constituent needs, as well as Climate Forward mobility priorities	-Initiate Phase Two: Parking Policy Study of the comprehensive parking study in collaboration with OSPCD Mobility Division	In Progress
Goal 3.1: Improve accessibility and safety of streets, supporting the City's Vision Zero goals, through maintenance of signs and enforcement of safety regulations	-Utilize QAlert to manage sign maintenance workload, including constituent and internal missing and damaged sign reports, and document sign repair work completed	In Progress
Goal 3.2: Improve accessibility and safety of streets, supporting the City's Vision Zero goals, through maintenance of signs and enforcement of safety regulations	-Install and maintain safety zone signage throughout neighborhoods reducing the speed limit to 20 MPH	In Progress

Budget Detail

Personal Services Changes

Personal Services are projected up 3% for FY23.

- Two new positions have been added for FY23, an additional Parking Meter & Sign Repair Crew of two employees. This team will support the existing sign and meter repair personnel in maintaining our assets throughout the City as well as provide redundancy for this work.

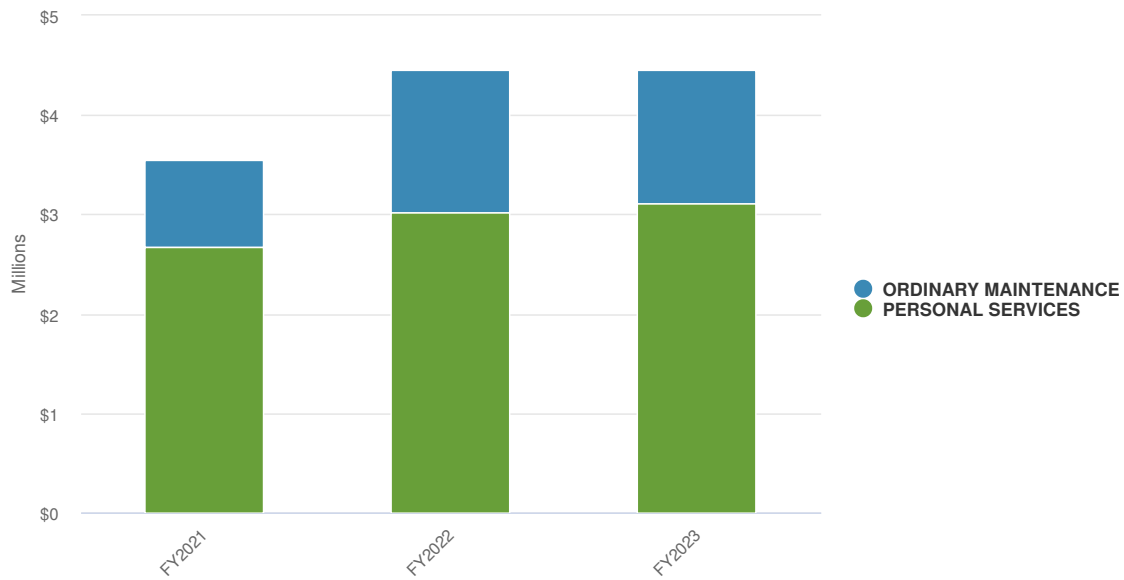
Ordinary Maintenance Changes

Ordinary Maintenance costs are projected down 6 % for FY23.

- In FY22 150K budget for the Parking Study concludes on 6/30/2022.
- Slight contractual increases in credit card processing.



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$2,730,483	\$2,174,771	\$2,822,032	\$91,549
SALARIES - MONTHLY	\$0	\$2,915	\$3,500	\$3,500
OVERTIME	\$130,000	\$84,514	\$130,000	\$0
LONGEVITY	\$24,225	\$24,125	\$25,875	\$1,650
OUT OF GRADE	\$10,000	\$8,741	\$10,000	\$0
OTHER DIFFERENTIALS	\$66,417	\$61,519	\$67,872	\$1,455
HOLIDAYS NON-UNION	\$3,787	\$2,507	\$884	-\$2,903
HOLIDAYS - S.M.E.A.	\$16,944	\$11,628	\$4,425	-\$12,519
PERFECT ATTENDANCE	\$0	\$2,400	\$0	\$0
UNIFORM ALLOWANCE	\$15,700	\$26,735	\$25,900	\$10,200
OTHER LUMP SUM PAYMENTS	\$2,000	\$2,000	\$2,000	\$0
AUTO ALLOWANCE	\$15,950	\$12,420	\$15,950	\$0
Total PERSONAL SERVICES:	\$3,015,506	\$2,414,276	\$3,108,438	\$92,932
ORDINARY MAINTENANCE				
R&M - BUILDINGS & GROUNDS	\$2,500	\$0	\$2,500	\$0
R&M - VEHICLES	\$2,000	\$0	\$2,000	\$0
R&M - COMMUN. EQUIP.	\$9,500	\$0	\$9,500	\$0
R&M - PARKING METERS	\$69,940	\$24,080	\$69,940	\$0
R&M - SERVICE CONTRACTS	\$5,146	\$2,941	\$5,146	\$0
RENTALS	\$40,708	\$37,316	\$43,000	\$2,292
POSTAGE MACHINE RENTAL	\$1,261	\$1,086	\$1,261	\$0
RENTAL-WATER COOLER	\$1,000	\$211	\$1,000	\$0



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
PROFESSIONAL & TECHNICAL SVC	\$717,266	\$334,582	\$575,799	-\$141,467
EMPLOYEE TRAINING COURSES	\$250	\$0	\$250	\$0
ADVERTISING	\$8,500	\$2,760	\$8,500	\$0
POSTAGE	\$28,000	\$20,000	\$35,000	\$7,000
OFFICE SUPPLIES	\$6,500	\$7,626	\$6,500	\$0
PRINTING & STATIONERY	\$32,766	\$13,109	\$46,250	\$13,484
OFFICE EQUIPMENT NOT CAPITALIZ	\$250	\$0	\$250	\$0
COMPUTER EQUIPMENT NOT CAPITAL	\$850	\$0	\$850	\$0
HARDWARE & SMALL TOOLS	\$3,800	\$4,900	\$5,000	\$1,200
SIGNS AND CONES	\$87,083	\$16,449	\$87,083	\$0
UNIFORMS	\$2,500	\$0	\$2,500	\$0
BADGES, EMBLEMS, TROPHIES, MEDALL	\$500	\$0	\$500	\$0
IN STATE CONFERENCES	\$300	\$209	\$900	\$600
DUES AND MEMBERSHIPS	\$750	\$400	\$900	\$150
CREDIT CARD CONVENIENCE FEE	\$416,478	\$272,706	\$447,414	\$30,936
Total ORDINARY MAINTENANCE:	\$1,437,848	\$738,374	\$1,352,043	-\$85,805
Total Expense Objects:	\$4,453,354	\$3,152,649	\$4,460,481	\$7,127



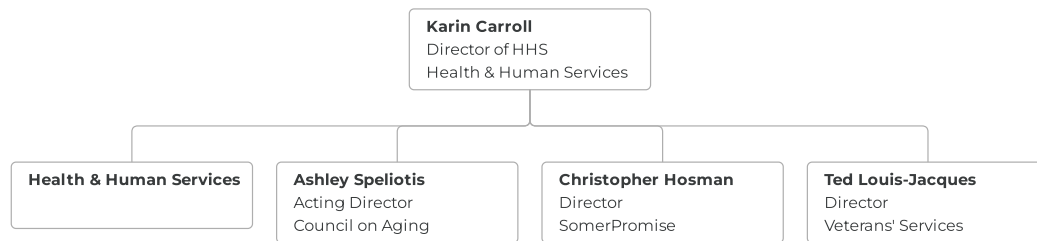
Personnel Listing

Position Name	Start Date	Allocation		FY23 Base Salary	FY23 Total	
		FTE	%		Compensation	Grade
Director of Parking	2022-07-01	1	100%	\$149,784	\$150,071NU3	
Director of Operations & PCO Supervisor	2022-07-01	1	100%	\$91,788	\$91,964NU9	
PCO Supervisor	2022-07-01	1	100%	\$78,566	\$84,540E	
Accountant	2022-07-01	1	100%	\$83,136	\$83,296NU9	
PCO Supervisor	2022-07-01	1	100%	\$71,424	\$77,247E	
Project Analyst	2022-07-01	1	100%	\$67,836	\$67,966NU11	
Administrative Assistant SMEA B	2022-07-01	1	100%	\$64,596	\$66,970ADMN2A	
Sign Repairman	2022-07-01	1	100%	\$55,920	\$60,420TRAF3	
Head Clerk	2022-07-01	1	100%	\$58,752	\$60,065CLER1	
Head Clerk	2022-07-01	1	100%	\$58,752	\$59,765CLER1	
Sign Repairman	2022-07-01	1	100%	\$55,920	\$59,245TRAF3	
Parking Meter Repairman	2022-07-01	1	100%	\$54,816	\$58,572TRAF3	
Parking Control Officer	2022-07-01	1	100%	\$53,447	\$57,852TRAF2	
Parking Control Officer	2022-07-01	1	100%	\$53,447	\$57,852TRAF2	
Parking Control Officer	2022-07-01	1	100%	\$53,447	\$57,802TRAF2	
Parking Control Officer	2022-07-01	1	100%	\$53,447	\$57,552TRAF2	
Parking Control Officer	2022-07-01	1	100%	\$53,447	\$56,902TRAF2	
Parking Control Officer	2022-07-01	1	100%	\$53,447	\$56,852TRAF2	
Parking Control Officer	2022-07-01	1	100%	\$53,447	\$56,802TRAF2	
Parking Control Officer	2022-07-01	1	100%	\$53,447	\$56,802TRAF2	
Parking Control Officer	2022-07-01	1	100%	\$53,447	\$56,552TRAF2	
Parking Control Officer	2022-07-01	1	100%	\$53,447	\$56,302TRAF2	
Parking Control Officer	2022-07-01	1	100%	\$52,404	\$55,221TRAF2	
Parking Control Officer	2022-07-01	1	100%	\$52,404	\$55,221TRAF2	
Parking Control Officer	2022-07-01	1	100%	\$52,404	\$55,221TRAF2	
Parking Control Officer	2022-07-01	1	100%	\$48,588	\$52,994TRAF2	
Parking Control Officer	2022-07-01	1	100%	\$48,588	\$52,294TRAF2	
Parking Control Officer	2022-07-01	1	100%	\$48,588	\$52,294TRAF2	
Parking Control Officer	2022-07-01	1	100%	\$48,588	\$52,044TRAF2	
Parking Control Officer	2022-07-01	1	100%	\$48,588	\$52,044TRAF2	
Parking Control Officer	2022-07-01	1	100%	\$48,588	\$52,044TRAF2	
Parking Control Officer	2022-07-01	1	100%	\$48,588	\$51,944TRAF2	
Parking Control Officer	2022-07-01	1	100%	\$48,588	\$51,944TRAF2	
Parking Control Officer	2022-07-01	1	100%	\$48,588	\$51,944TRAF2	
Parking Control Officer	2022-07-01	1	100%	\$48,588	\$51,944TRAF2	
Parking Control Officer	2022-07-01	1	100%	\$48,588	\$51,944TRAF2	
Parking Control Officer	2022-07-01	1	100%	\$48,588	\$51,694TRAF2	
Principal Clerk	2022-07-01	1	100%	\$50,400	\$51,347CLER3	
Principal Clerk	2022-07-01	1	100%	\$50,400	\$51,097CLER3	
Parking Control Officer	2022-07-01	1	100%	\$47,640	\$50,457TRAF2	
Parking Control Officer	2022-07-01	1	100%	\$47,640	\$50,457TRAF2	
Parking Meter Repairman	2022-08-01	1	100%	\$47,333	\$49,752TRAF3	
Senior Clerk	2022-07-01	1	100%	\$46,008	\$46,447CLER4	
Senior Clerk	2022-07-01	1	100%	\$45,096	\$45,533CLER4	
Senior Clerk	2022-07-01	1	100%	\$45,096	\$45,533CLER4	
Senior Clerk	2022-07-01	1	100%	\$45,096	\$45,533CLER4	
Senior Clerk	2022-07-01	1	100%	\$45,096	\$45,533CLER4	
Senior Clerk	2022-08-01	1	100%	\$40,931	\$41,360CLER4	
Meter/Sign Repairman (New)	2022-10-01	1	100%	\$38,727	\$41,130TRAF3	
Meter/Sign Repairman (New)	2022-10-01	1	100%	\$38,727	\$41,130TRAF3	
Hearing Officer - PT 28Hrs	2022-10-01	1	100%	\$37,413	\$37,485NU13	
Hearing Officer - PT 20Hrs	2023-01-01	1	100%	\$30,402	\$30,461NU13	



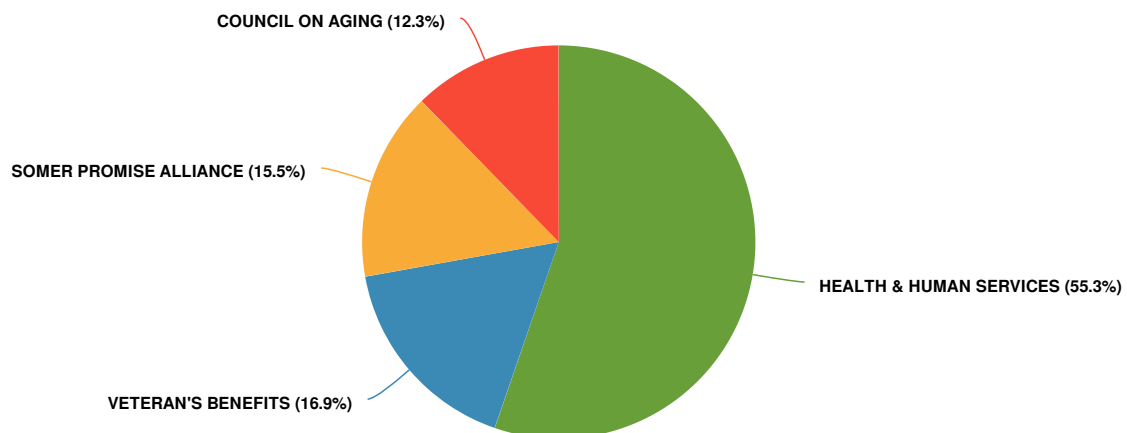
Health & Human Services

Health & Human Services Organizational Chart

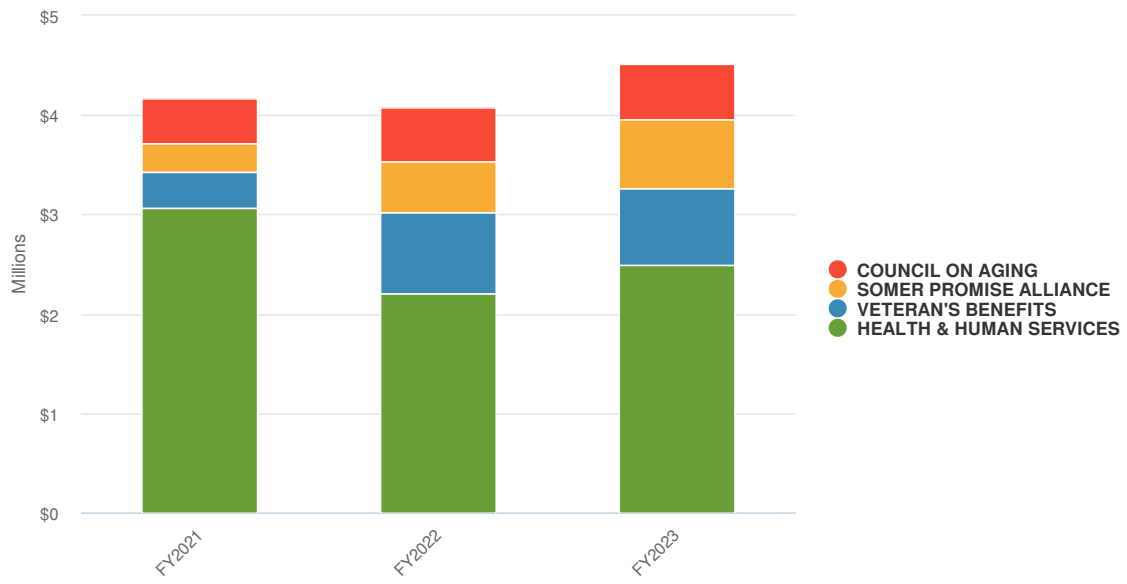


Expenditures by Division

Budgeted Expenditures by Division



Budgeted and Historical Expenditures by Function



Heath & Human Services

Karin Carroll
Health and Human Services Director

To protect and improve the community's health and well-being through prevention, community engagement, inclusion, accessibility, and promotion of healthy behaviors and the environment.

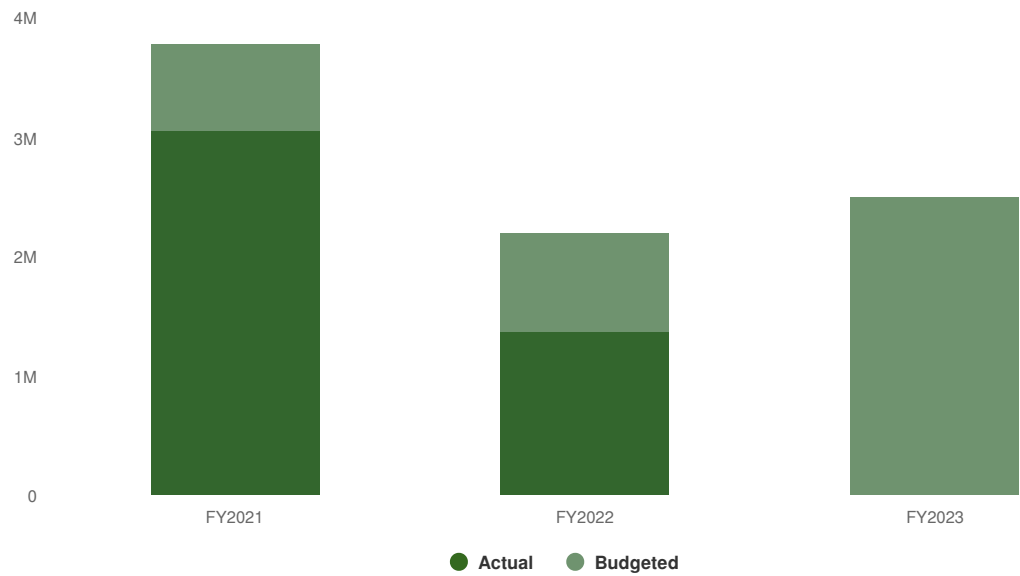
Expenditures Summary

\$2,497,424

\$296,523

(13.47% vs. prior year)

HHS Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.1: Continue to work toward health equity for all Somerville constituents by leading and supporting efforts to improve healthy food access, safe and active mobility, access to mental health services, prevention education, environmental health resources, and quality public health	-Increase community engagement and participation in HHS services and programs by 10%
Goal 1.2: Continue to work toward health equity for all Somerville constituents by leading and supporting efforts to improve healthy food access, safe and active mobility, access to mental health services, prevention education, environmental health resources, and quality public health	-Identify a suite of tools that staff will use during planning, implementation, and evaluation of programs to ensure that work includes an equity frame
Goal 2: Expand the role of the HHS staff to increase community outreach and engagement	-Implement partnerships with public health nurses and youth service providers to develop services and programming
Goal 3: Provide prevention, education and service opportunities to Somerville youth and the community	-Expand opportunities and educational materials for mental health services, trainings and support for youth, parents and the community

Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1.1: Continue to work toward health equity for all Somerville constituents by leading and supporting efforts to improve healthy food access, safe and active mobility, access to mental health services, prevention education, environmental health resources, and quality public health	-Increase community engagement and participation in HHS services and programs by 10%	In Progress
Goal 1.2: Continue to work toward health equity for all Somerville constituents by leading and supporting efforts to improve healthy food access, safe and active mobility, access to mental health services, prevention education, environmental health resources, and quality public health	-Identify a suite of tools that staff will use during planning, implementation, and evaluation of programs to ensure that work includes an equity frame	In Progress
Goal 2: Expand the role of the HHS staff to increase community outreach and engagement	-Implement partnerships with public health nurses and youth service providers to develop services and programming	In Progress
Goal 3: Provide prevention, education and service opportunities to Somerville youth and the community	-Expand opportunities and educational materials for mental health services, trainings and support for youth, parents and the community	In Progress



Budget Detail

Personal Services Changes

Personal Services are projected up 8% for FY23.

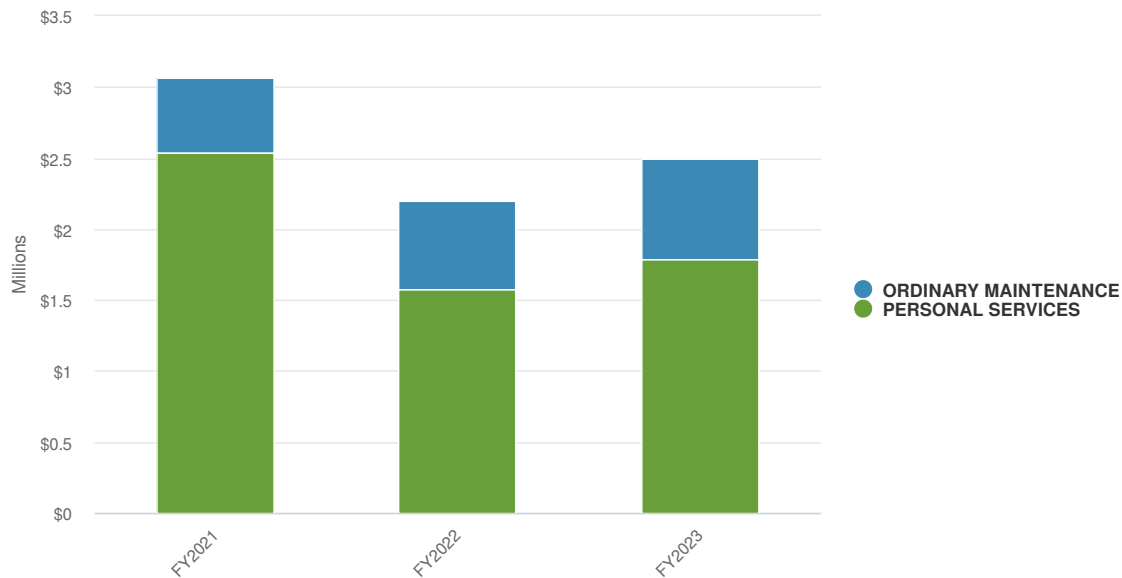
- This budget proposes the following new positions:
 - A Deputy Director of Public Health,
 - A Health Communications Officer,
 - A Mental Health Services Manager,
 - and proposes to increase the LGBTQ+Liaison to full-time and retitle it to LGBTQ+ Services Coordinator.
- The Environmental Health Coordinator position has been transferred to ISD

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected up 13% for FY23.

- Our consultant completed a report on Safe Injection Facilities.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$1,505,976	\$905,513	\$1,731,584	\$225,608
SALARIES - MONTHLY	\$18,968	\$15,807	\$11,628	-\$7,340
SALARIES & WAGES TEMPOR'Y	\$27,000	\$26,351	\$27,000	\$0
OVERTIME	\$8,034	\$5,749	\$8,034	\$0
LONGEVITY	\$2,800	\$2,300	\$0	-\$2,800
HOLIDAYS NON-UNION	\$7,913	\$5,703	\$2,472	-\$5,441
HOLIDAYS - S.M.E.A.	\$3,637	\$3,117	\$856	-\$2,781
OTHER LUMP SUM PAYMENTS	\$0	\$35,036	\$0	\$0
AUTO ALLOWANCE	\$1,200	\$0	\$1,200	\$0
Total PERSONAL SERVICES:	\$1,575,528	\$999,575	\$1,782,774	\$207,246



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
ORDINARY MAINTENANCE				
R&M - OFFICE EQUIPMENT	\$200	\$0	\$200	\$0
R&M - SERVICE CONTRACTS	\$3,150	\$3,050	\$3,150	\$0
R&M - RECONDITIONING EQUIP	\$1,215	\$0	\$1,215	\$0
RENTALS	\$500	\$0	\$500	\$0
RENTAL-WATER COOLER	\$400	\$192	\$400	\$0
PROFESSIONAL & TECHNICAL SVC	\$550,780	\$333,672	\$631,980	\$81,200
EMPLOYEE TRAINING COURSES	\$4,000	\$1,829	\$7,000	\$3,000
ADVERTISING	\$300	\$0	\$300	\$0
CUSTODIAL DETAIL	\$150	\$0	\$0	-\$150
POSTAGE	\$500	\$61	\$1,000	\$500
EXPRESS/FREIGHT	\$50	\$0	\$50	\$0
LICENSING FEES	\$310	\$0	\$620	\$310
OFFICE SUPPLIES	\$6,850	\$2,349	\$7,000	\$150
PRINTING & STATIONERY	\$6,500	\$521	\$6,750	\$250
OFFICE EQUIPMENT NOT CAPITALIZ	\$1,000	\$0	\$1,000	\$0
OFFICE FURNITURE NOT CAPITALIZ	\$2,400	\$407	\$2,400	\$0
FOOD SUPPLIES & REFRESHMT	\$2,800	\$245	\$3,000	\$200
MEDICAL & DENTAL SUPPLIES	\$21,850	\$18,539	\$23,000	\$1,150
EDUCATIONAL SUPPLIES	\$500	\$0	\$500	\$0
MAGAZINES/SUBSCRIPTS/PUB	\$100	\$72	\$100	\$0
UNIFORMS	\$1,250	\$0	\$1,600	\$350
BADGES, EMBLEMS, TROPHIES, MEDALL	\$200	\$0	\$200	\$0
PROGRAM SUPPLIES & MATLS	\$12,500	\$7,692	\$15,000	\$2,500
IN STATE TRAVEL	\$400	\$0	\$400	\$0
IN STATE CONFERENCES	\$800	\$284	\$800	\$0
OUT OF STATE TRAVEL	\$1,000	\$0	\$1,000	\$0
OUT OF STATE CONFERENCES	\$1,000	\$0	\$1,000	\$0
DUES AND MEMBERSHIPS	\$3,568	\$2,204	\$3,600	\$32
REIMB OF LICENSES	\$1,100	\$82	\$885	-\$215
Total ORDINARY MAINTENANCE:	\$625,373	\$371,198	\$714,650	\$89,277
Total Expense Objects:	\$2,200,901	\$1,370,773	\$2,497,424	\$296,523



Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23	FY23 Total	
				Base Salary	Compensation	Grade
Director of Health & Human Services	2022-07-01	1	100%	\$119,532	\$119,761	NU4
Deputy Director - Human Services	2022-07-01	1	100%	\$104,016	\$104,216	NU7
Food Access & Healthy Communities Director	2022-07-01	1	100%	\$93,612	\$93,792	NU9
Public Health Nurse Manager	2022-07-01	1	100%	\$89,004	\$89,775	10
Director of Prevention Service	2022-07-01	1	100%	\$86,484	\$86,650	NU9
Clinical Youth Specialist	2022-07-01	1	100%	\$83,136	\$83,296	NU9
Administrative Assistant SMEA A	2022-08-01	1	100%	\$80,784	\$80,939	10
Public Health Preparedness Nurse	2022-08-01	1	100%	\$74,195	\$74,938	7
Clinical Youth Specialist	2022-08-01	1	100%	\$74,712	\$74,856	NU9
Community Services Manager	2022-07-01	1	100%	\$73,428	\$73,569	NU11
Director of Tobacco Control	2022-07-01	1	100%	\$73,428	\$73,569	NU11
Grants Analyst	2022-07-01	1	100%	\$73,128	\$73,269	NU12
Program Director	2022-07-01	1	100%	\$71,988	\$72,126	NU11
Deputy Director - Public Health (New)	2022-10-01	1	100%	\$69,273	\$69,406	NU7
Substance Use Prevention Coordinator	2022-07-01	1	100%	\$67,836	\$67,966	NU11
Healthy Communities Coordinator	2022-07-01	1	100%	\$66,504	\$66,632	NU11
Social Worker	2022-07-01	1	100%	\$66,504	\$66,632	NU11
Mental Health Services Manager (New)	2022-10-01	1	100%	\$65,196	\$65,321	NU8
Case Manager	2022-07-01	1	100%	\$65,196	\$65,321	NU11
Youth Services Director (New)	2022-10-01	1	100%	\$61,128	\$61,246	NU9
Social Worker	2022-08-01	1	100%	\$59,763	\$59,878	NU11
LGBTQ+ Services Coordinator	2022-08-01	1	100%	\$59,763	\$59,878	NU11
Health Communications Officer (New)	2022-10-01	1	100%	\$52,974	\$53,076	NU10
Board of Health Chair	2022-07-01	1	100%	\$3,996	\$3,996	
Board of Health Member	2022-07-01	1	100%	\$3,816	\$3,816	
Board of Health Member	2022-07-01	1	100%	\$3,816	\$3,816	



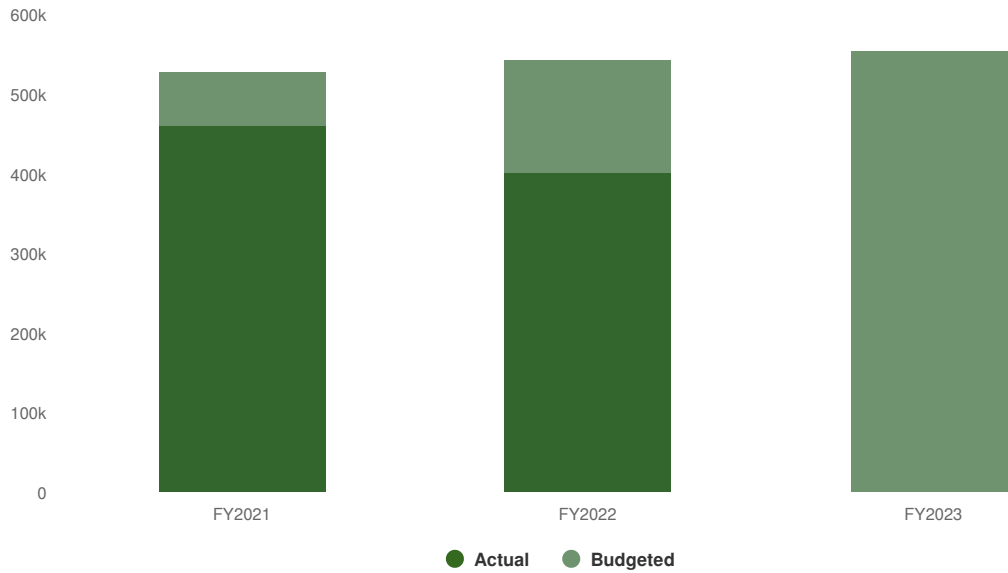
Council on Aging

The Somerville Council on Aging provides comprehensive services that enhance the lives of the older adult population and enriches the community at large. The Council on Aging promotes and safeguards the health and independence of older adults through advocacy and providing meaningful social and recreational opportunities. The COA provides access to fitness, health and wellness activities, socialization opportunities, educational programming and mental health and support services in a safe and welcoming environment.

Expenditures Summary

\$554,900 **\$11,117**
(2.04% vs. prior year)

Council on Aging Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.1: Enhance educational, social, and daily living programs to meet the needs of Somerville's older adult population.	Expand mental health programming aimed at improving the mental health of older adults by creating and implementing 2 workshops which help stress the importance of caring for one's mental health while decreasing the stigma associated with seeking treatment.
Goal 1.2: Enhance educational, social, and daily living programs to meet the needs of Somerville's older adult population.	Facilitate social programming such as cultural tours, musical performances and day trips which promote offerings in the Somerville Community and surrounding areas.
Goal 2.1: Expand access and equity to health and wellness programs for older adults in Somerville.	Build upon progress made last fiscal year when we expanded our Fit-4-Life exercise program to include providing sessions at a Somerville Housing Authority Building. We would like to expand into one other SHA building and one private senior housing unit.
Goal 2.2: Expand access and equity to health and wellness programs for older adults in Somerville.	Partner with Somerville's Immigrant Services Unit to improve access of available programs.
Goal 3.1: Strengthen communication with stakeholders and residents to ensure our work is responsive to the needs of all seniors within our community.	Conduct focus groups consisting of participants who both currently use, and do not use the center, to discuss both strengths and opportunities for growth within the Council on Aging.
Goal 3.2: Strengthen communication with stakeholders and residents to ensure our work is responsive to the needs of all seniors within our community.	Conduct a focus group in conjunction with Somerville Cambridge Elder Services which will focus on preferred communication methods in the the older population.
Goal 3.3: Strengthen communication with stakeholders and residents to ensure our work is responsive to the needs of all seniors within our community.	Conduct a comprehensive community survey of older adults needs within our community.
Goal 4.1: Enhance educational technology programming to meet the needs of Somerville's older adult population.	Build upon our pilot iPad/Smartphone learning program to create a permanent program within our center.
Goal 4.2: Enhance educational technology programming to meet the needs of Somerville's older adult population.	Offer one-on-one teaching sessions to those with and without their own devices.

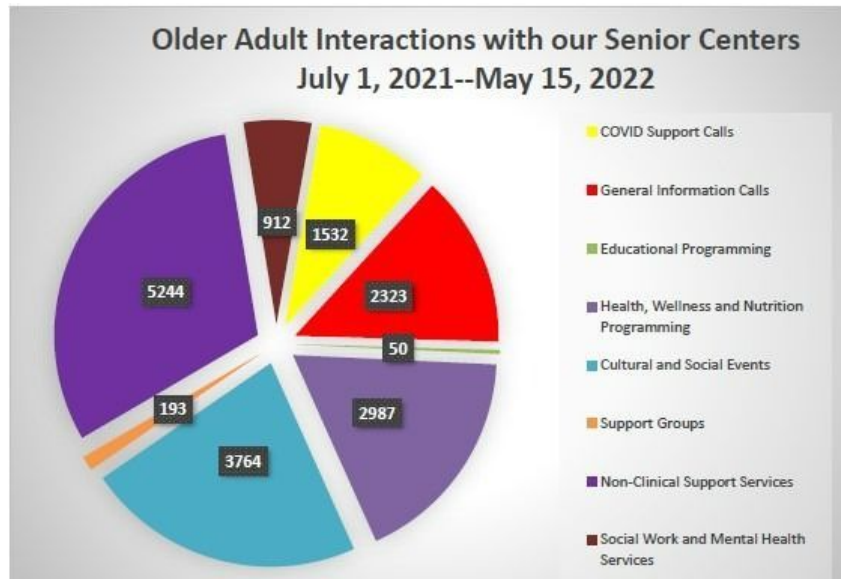


Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1.1: Enhance educational, social, and daily living programs to meet the needs of Somerville's older adult population	-In addition to our three monthly sessions to reduce hoarding tendencies, create and implement two therapeutic opportunities for family members and friends of those living with hoarding tendencies	Complete
Goal 1.2: Enhance educational, social, and daily living programs to meet the needs of Somerville's older adult population	-Expand mental health programming aimed at improving the mental health of older adults by instituting a monthly mental health workshop	Complete
Goal 1.3: Enhance educational, social, and daily living programs to meet the needs of Somerville's older adult population	-Create and implement programming focused on reducing the digital divide. Programming to include group classes teaching internet skills and how to set up and use email	In Progress
Goal 1.4: Enhance educational, social, and daily living programs to meet the needs of Somerville's older adult population	-Facilitate social programming such as cultural tours, musical performances and day trips which promote offerings in the Somerville Community and surrounding areas	Complete
Goal 2.1: Expand access and equity to health and wellness programs for older adults in Somerville	-Reformat in person Fit-4-Life Program to include online streaming	Complete
Goal 2.2: Expand access and equity to health and wellness programs for older adults in Somerville	-Offer fitness programming in at least one new language	Complete
Goal 2.3: Expand access and equity to health and wellness programs for older adults in Somerville	-Strengthen the collaboration with Tufts NEPS Lab, Psychology Lab and Occupation Therapy to bring expanded research opportunities and educational programming to the center	In Progress
Goal 3.1: Expand outreach efforts and programming to reach new clients	-Work in partnerships with agencies such as The Veterans Administration, Shape-Up Somerville, Public Health Nursing and Somerville Housing Authority	In Progress
Goal 3.2: Expand outreach efforts and programming to reach new clients	-Create Retirement Readiness programs focused towards the younger senior	Complete
Goal 3.3: Expand outreach efforts and programming to reach new clients	-Examine social media platforms and evaluate areas of growth	Complete



Data Overview



Budget Detail

Personal Services Changes

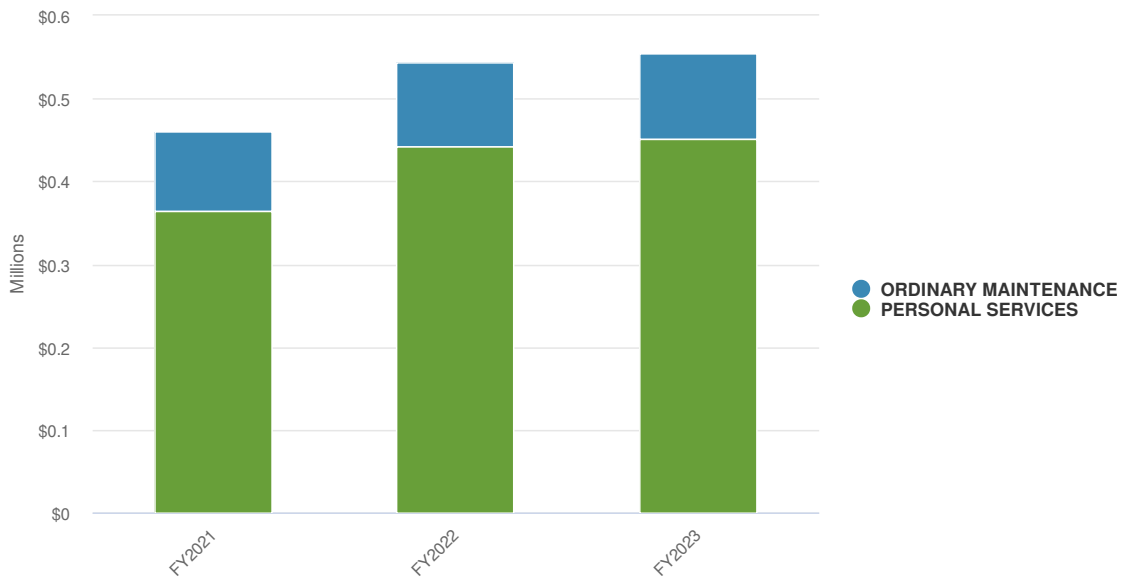
Personal Services are projected up 2% for FY23.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected up 1% for FY23.

- Printing and Stationery: Requesting an increase of \$1,000. During Covid, the COA has been producing a "Living the Good Life" monthly publication which consists of monthly tips, activities, and brainteasers. This is in addition to our monthly newsletter; our current Printing and Stationery budget does not allow for the printing of both publications.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$437,691	\$324,240	\$450,408	\$12,717
LONGEVITY	\$500	\$500	\$500	\$0
HOLIDAYS NON-UNION	\$2,440	\$2,422	\$615	-\$1,825
HOLIDAYS - S.M.E.A.	\$1,031	\$552	\$256	-\$775
Total PERSONAL SERVICES:	\$441,662	\$327,714	\$451,779	\$10,117
ORDINARY MAINTENANCE				
R&M - SERVICE CONTRACTS	\$1,950	\$1,116	\$1,950	\$0
RENTAL - BUILDINGS	\$78,877	\$56,848	\$78,877	\$0
RENTAL-WATER COOLER	\$200	\$144	\$200	\$0
PROFESSIONAL & TECHNICAL SVC	\$3,000	\$2,977	\$3,000	\$0
POSTAGE	\$5,334	\$2,296	\$5,334	\$0
OFFICE SUPPLIES	\$1,480	\$596	\$1,480	\$0
PRINTING & STATIONERY	\$3,280	\$2,955	\$4,280	\$1,000
FOOD SUPPLIES & REFRESHMT	\$6,000	\$5,553	\$6,000	\$0
PROGRAM SUPPLIES & MATLS	\$2,000	\$972	\$2,000	\$0
Total ORDINARY MAINTENANCE:	\$102,121	\$73,457	\$103,121	\$1,000
Total Expense Objects:	\$543,783	\$401,171	\$554,900	\$11,117



Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Director of Council On Aging	2022-07-01	1	100%	\$88,668	\$88,838	NU8
Geriatric Social Worker	2022-07-01	1	100%	\$73,428	\$74,069	NU11
Health & Wellness Coordinator	2022-07-01	1	100%	\$59,988	\$60,103	NU12
Administrative Assistant Non-Union	2022-07-01	1	100%	\$59,988	\$60,103	NU12
Outreach Coordinator	2022-07-01	1	100%	\$59,988	\$60,103	NU12
Social Worker	2022-08-01	1	100%	\$59,763	\$59,878	NU11
Program Coordinator	2022-10-01	0.75	100%	\$46,809	\$46,899	NU12
Receptionist (Grant)	2022-07-01	1	0%	\$0	\$0	
Holland St Center Director (Grant)	2022-07-01	1	0%	\$0	\$0	



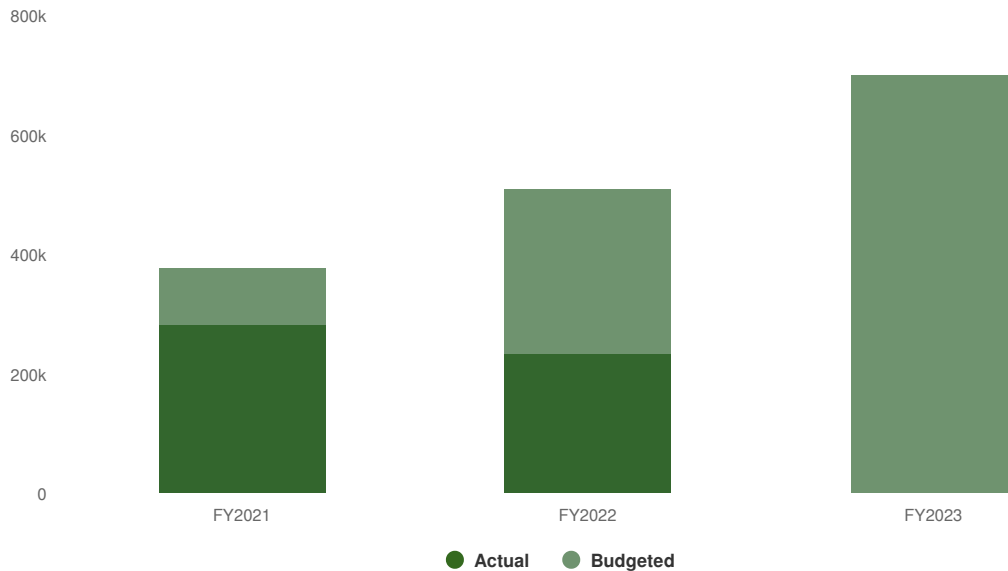
SomerPromise

SomerPromise supports the overall well-being of children and youth by connecting, aligning, and mobilizing community partners and resources to ensure every child in Somerville has the opportunity to thrive, from cradle to career.

Expenditures Summary

\$701,313 **\$191,399**
(37.54% vs. prior year)

SomerPromise Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Institutionalize mental and behavioral health supports for community providers operating in our mixed delivery system.	-Provide consultation services to at least 5 community providers on a monthly basis.
Increase capacity of City of Somerville and Somerville Public Schools Home Visiting Staff	-Complete CDA certification process for at least 4 Home Visiting Staff
Create blueprint for the City of Somerville Early Childhood Mixed Delivery System	-Leverage funds from the Commonwealth Preschool Partnership Initiative grant to support the goal of increasing access to high quality early education opportunities. -Formalize an agreement between Somerville Public Schools and the City of Somerville to delineate responsibilities including Curriculum Alignment and Quality, Special Education, and Wraparound Services Provision.



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1.1: Support the overall well-being of children and youth by connecting, aligning, and mobilizing community partners and resources to ensure every child in Somerville has the opportunity to thrive, from cradle to career	-Re-structure and institutionalize Somerville Children's Cabinet.	In Progress
Goal 1.2: Support the overall well-being of children and youth by connecting, aligning, and mobilizing community partners and resources to ensure every child in Somerville has the opportunity to thrive, from cradle to career	-Develop Children's Cabinet web presence and data dashboard	In Progress
Goal 1.3: Support the overall well-being of children and youth by connecting, aligning, and mobilizing community partners and resources to ensure every child in Somerville has the opportunity to thrive, from cradle to career	-Develop collaborative work plan to establish a Children's Budget for the City of Somerville	In Progress
Goal 1: Support the overall well-being of children and youth by connecting, aligning, and mobilizing community partners and resources to ensure every child in Somerville has the opportunity to thrive, from cradle to career	-Establish a service map that streamlines the referral process and integrates the offerings of the City's Health and Human Services Department and the Somerville Public Schools. Support the cross-sector work of the Immigrant Services Unit and SOIA as it relates to children and families	In Progress
Goal 2.1: Increase access to high-quality affordable childcare for Somerville families from infancy through grade 6	-Support the incorporation of community providers into the Somerville Public Schools for increased access to high quality childcare programming by developing shared program handbooks and space usage agreements between community partners and SPS	In Progress
Goal 2.2: Increase access to high-quality affordable childcare for Somerville families from infancy through grade 6	-Measure access to programming through Somerville Hub Single-Point-of-Entry expansion and establish baseline data for future year tracking	Complete
Goal 2.3: Increase access to high-quality affordable childcare for Somerville families from infancy through grade 6	-Raise awareness of Single-Point-Of-Entry Work by facilitating 3 presentations of the new Somerville Hub system to internal staff and community providers	Complete
Goal 2.4: Increase access to high-quality affordable childcare for Somerville families from infancy through grade 6	-Establish a braided funding systems that includes public and private funding sources to enable the creation of a childcare affordability fund	Complete
Goal 3.1: Continue to support the Birth-to-School-Entry pipe line through coordinated efforts to increase access and support families	-Increase the number of families reached through SomerBaby by building new early identification systems	Complete



Goal 3.2: Continue to support the Birth-to-School-Entry pipe line through coordinated efforts to increase access and support families	-Align Birth – 3 work with preschool work by facilitating quarterly Early Childhood Advisory Committee meetings as part of the newly formed First Five Somerville Steering Committee	Complete
Goal 3.3: Continue to support the Birth-to-School-Entry pipe line through coordinated efforts to increase access and support families	-Establish partnership with Riverside Behavioral Health to provide formal and informal childcare providers with the behavioral health support necessary to best serve BIPOC/immigrant/low-income families	Complete
Goal 4.1: Increase the quality of Out of School Time (OST) programs by implementing the Assessment of Program Practices Tool (APPT) developed by the National Institute of Out of School Time	-Offer in-person observations using the APPT tool and provide feedback to 5 OST Task Force program providers	On Hold
Goal 4.2: Increase the quality of Out of School Time (OST) programs by implementing the Assessment of Program Practices Tool (APPT) developed by the National Institute of Out of School Time	-Provide training and funding opportunities for program staff based on the 5 observations	On Hold
Goal 4.3: Increase the quality of Out of School Time (OST) programs by implementing the Assessment of Program Practices Tool (APPT) developed by the National Institute of Out of School Time	-Develop and implement an afterschool workforce development program that will create jobs within after school programs that allow students seeking teaching licensure to accrue pre-practicum hours	In Progress

Budget Detail

Personal Services Changes

Personal Service costs are projected up 27% for FY23.

- The second SomerBaby Home Visitor has been allocated to the General Fund as that program's grant expires.

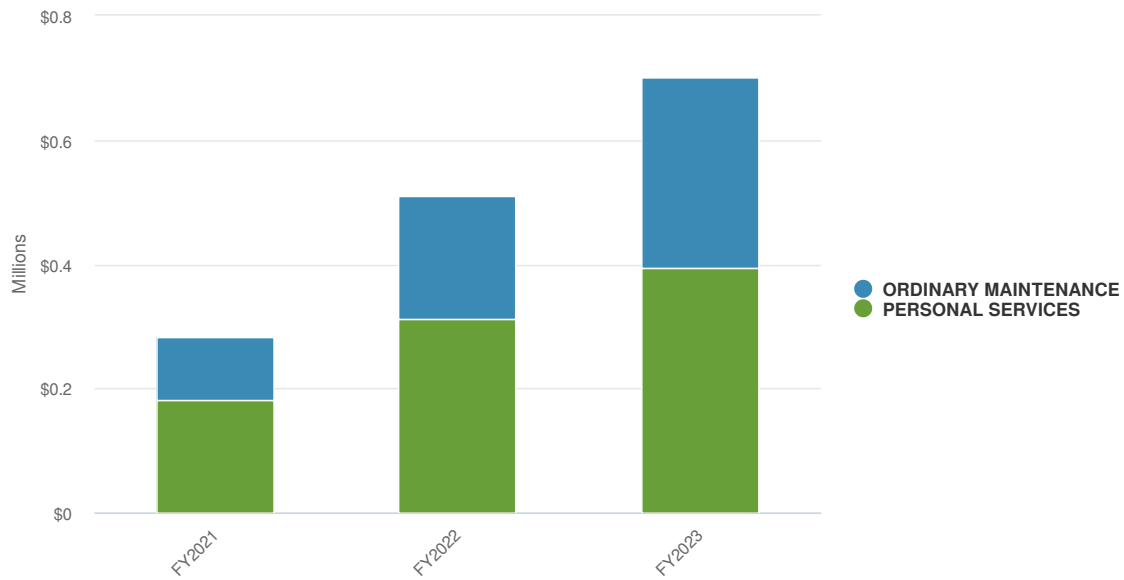
Ordinary Maintenance Changes

Ordinary Maintenance costs are projected up 54% for FY23.

- The majority of the change is due to a \$41,000.00 increase in the materials line to support the SomerBaby Home Visiting Program. This program was developed and piloted with grant funds and has become an integral point of entry for referrals and our birth to school-entry pipeline.
- Secondly, there is an increase of 19% in the Professional and Technical line. These funds will support the Riverside Early Years Project to increase partnership capacity by providing mental health supports to our mixed delivery preschool system. We have also added funds for CDA Certification for home Visitors to increase professional development opportunities for home visiting staff who are predominantly women of color.



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$308,682	\$173,967	\$394,404	\$85,722
HOLIDAYS NON-UNION	\$2,532	\$1,531	\$759	-\$1,773
Total PERSONAL SERVICES:	\$311,214	\$175,497	\$395,163	\$83,949
ORDINARY MAINTENANCE				
PROFESSIONAL & TECHNICAL SVC	\$193,550	\$56,680	\$260,000	\$66,450
OFFICE SUPPLIES	\$300	\$0	\$300	\$0
FOOD SUPPLIES & REFRESHMT	\$500	\$0	\$500	\$0
PROGRAM SUPPLIES & MATLS	\$4,000	\$2,000	\$45,000	\$41,000
IN STATE CONFERENCES	\$350	\$0	\$350	\$0
Total ORDINARY MAINTENANCE:	\$198,700	\$58,680	\$306,150	\$107,450
Total Expense Objects:	\$509,914	\$234,177	\$701,313	\$191,399

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Director of SomerPromise	2022-07-01	1	100%	\$90,444	\$90,618	NU8
Out of School Time Coordinator	2022-07-01	1	100%	\$69,192	\$69,325	NU11
SomerPromise Coordinator	2022-07-01	1	100%	\$66,504	\$66,632	NU11
Youth & Family Resource Navigator	2022-07-01	1	100%	\$66,504	\$66,632	NU11
Home Visitor	2022-07-01	1	100%	\$50,880	\$50,978	NU13
Home Visitor	2022-07-01	1	100%	\$50,880	\$50,978	NU13



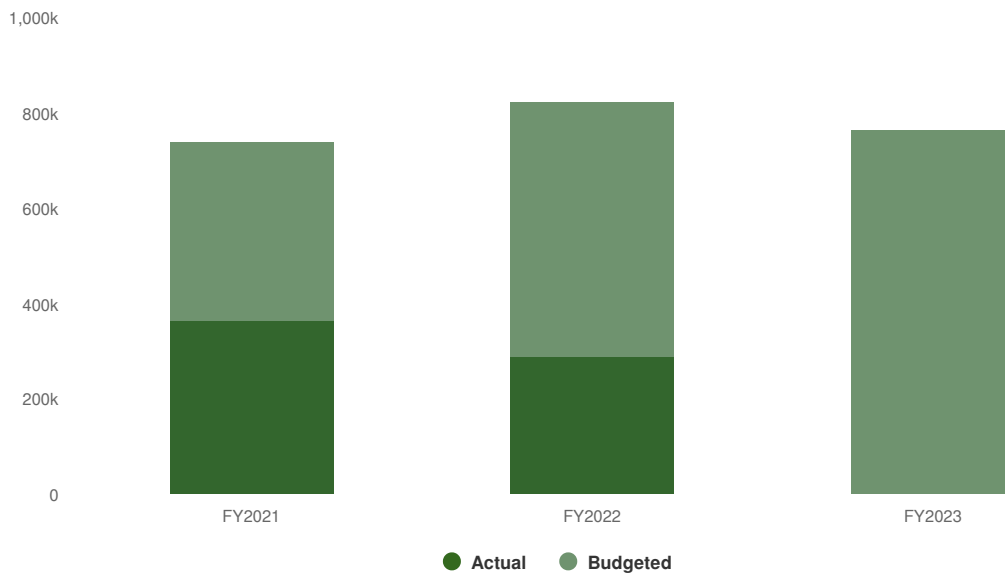
Veterans' Services

The Somerville Department of Veterans' Services honors the service and sacrifice of Veterans through advocacy, service and engagement. The Department strives to take a "Veterans Come First" approach by providing the benefits and services they have earned. The Department takes the time to engage with Somerville's Veterans, learn their concerns, and work to improve their lives and our responsiveness in meeting their needs. We do so by adhering to the highest standards of compassion, commitment, excellence, professionalism, integrity, accountability, and stewardship.

Expenditures Summary

\$763,404 **-\$61,765**
(-7.49% vs. prior year)

Veterans' Services Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal 1	Measure of Progress
Goal 1: Marketing, Communication and Advertising program development to proactively identify Veterans not currently engaged that are residents of the City of Somerville	-Analyze social media engagement, response to other strategic marketing/communications activities
Goal 2: Improve accessibility of resources for Veterans <ul style="list-style-type: none"> ◦ Service-Connected Conditions and Toxic Exposure ◦ Caregivers and Aging Veterans ◦ Education, Training, Employment, and Protections ◦ Suicide Prevention and Mental Health ◦ Women and Minority Veterans 	-Create data analysis pipeline by improved tracking and reporting for Veterans referrals to compare YOY referrals
Goal 3: Launch research into Veterans Affordable Housing Development to address the housing shortage and rent increase.	- Meet with stakeholders, establish public and private partnership in addressing the housing crisis

Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1: Marketing, Communication and Advertising program development to proactively identify Veterans not currently engaged that are residents of the City of Somerville	-Analyze social media engagement, response to other strategic marketing/communications activities	On Hold
Goal 2: Improve accessibility of mental resources for Veterans by 10%	-Create data analysis pipeline by improved tracking and reporting for Veterans referrals to compare YOY referrals	In Progress
Goal 3: Relaunch and revamp Commission on Monuments, Memorials and Dedications to recognize and honor living Veterans. <ul style="list-style-type: none"> ◦ Successful completion of at least 5 dedications honoring living Veterans. 	-Successful completion of at least 5 dedications honoring living Veterans	Completed

Budget Detail

Personal Services Changes

Personal Services are projected up 38% for FY23.

- A new position is proposed for FY23, a Veterans Benefits Administrator. Having additional staff in the division will enable additional community outreach and programming.

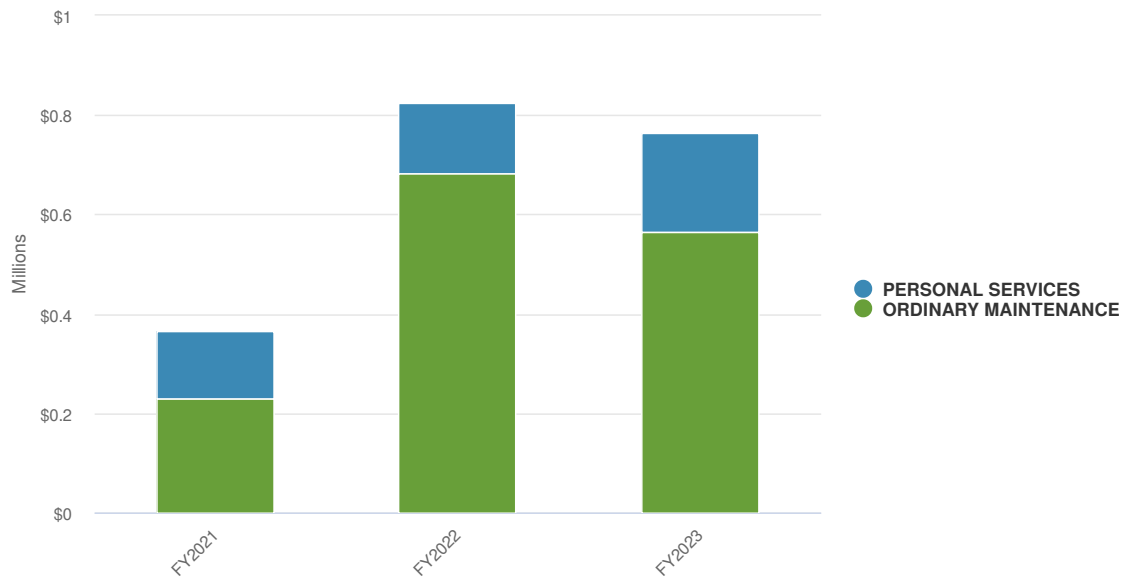
Ordinary Maintenance Changes

Ordinary Maintenance costs are projected down 17% for FY23.

- The Veterans Benefits line has been right-sized based off recent actual expenditures.



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$139,896	\$121,670	\$194,829	\$54,933
OVERTIME	\$1,000	\$304	\$1,000	\$0
LONGEVITY	\$500	\$500	\$500	\$0
OUT OF GRADE	\$0	\$1,073		\$0
HOLIDAYS NON-UNION	\$667	\$666	\$272	-\$395
HOLIDAYS - S.M.E.A.	\$406	\$406	\$103	-\$303
UNIFORM ALLOWANCE	\$350	\$350	\$350	\$0
Total PERSONAL SERVICES:	\$142,819	\$124,970	\$197,054	\$54,235
ORDINARY MAINTENANCE				
PROFESSIONAL & TECHNICAL SVC	\$138,000	\$10,855	\$138,000	\$0
POSTAGE	\$1,000	\$580	\$1,000	\$0
OFFICE SUPPLIES	\$1,000	\$702	\$1,000	\$0
PRINTING & STATIONERY	\$1,000	\$35	\$1,000	\$0
FOOD SUPPLIES & REFRESHMT	\$2,000	\$0	\$2,000	\$0
AUDIO VISUAL SUPPLIES	\$0	\$3,852	\$4,000	\$4,000
FLOWERS & FLAGS	\$4,500	\$300	\$4,500	\$0
BADGES, EMBLEMS, TROPHIES, MEDALL	\$750	\$0	\$750	\$0
PROMOTIONAL MATERIALS	\$4,000	\$0	\$4,000	\$0
DUES AND MEMBERSHIPS	\$100	\$650	\$100	\$0
VETERANS BENEFITS	\$530,000	\$145,957	\$410,000	-\$120,000
Total ORDINARY MAINTENANCE:	\$682,350	\$162,931	\$566,350	-\$116,000



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Total Expense Objects:	\$825,169	\$287,901	\$763,404	-\$61,765

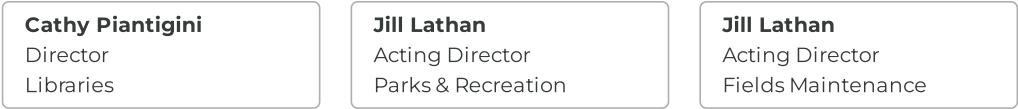
Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Director of Veterans' Services	2022-07-01	1	100%	\$90,444	\$90,618	NU8
Principal Clerk	2022-07-01	1	100%	\$53,508	\$54,461	CLER3
Veterans Benefits Administrator (New)	2022-10-01	1	100%	\$50,877	\$50,975	NU11



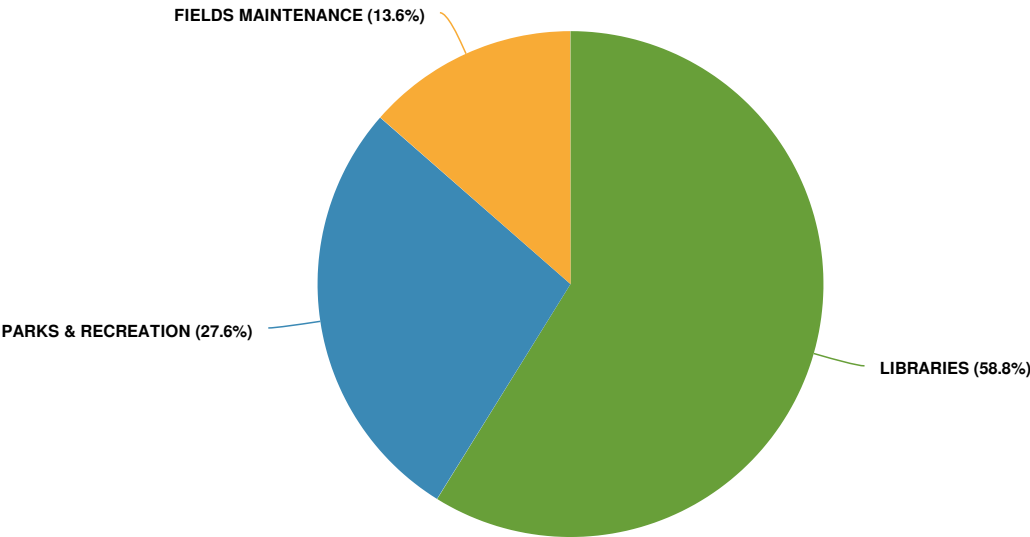
Culture & Recreation

Culture & Recreation Organizational Chart

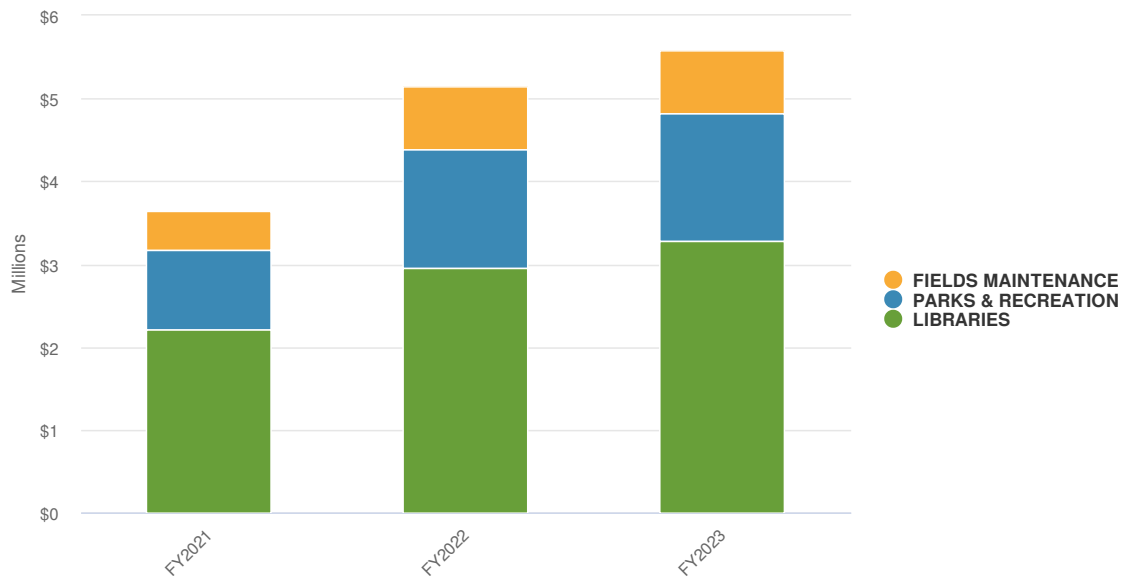


Expenditures by Division

Budgeted Expenditures by Division



Budgeted and Historical Expenditures by Function



Libraries

Catherine Piantigini
Director of Libraries

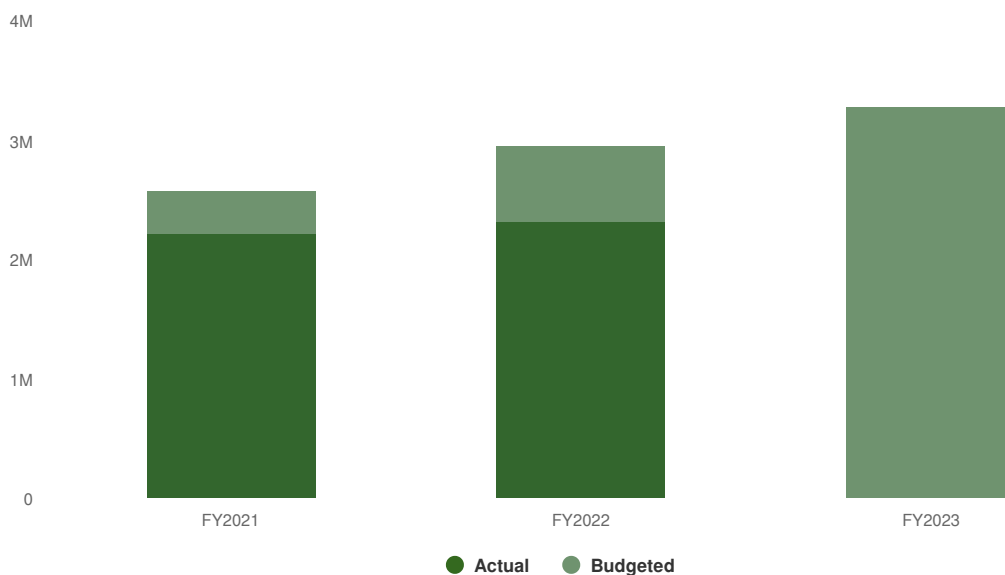
The Somerville Public Library enhances the Somerville experience by acting as a trusted community connector, providing cultural and learning opportunities to all.

-Approved by the Somerville Public Library Board of Trustees October 16, 2019

Expenditures Summary

\$3,280,991 **\$323,153**
(10.93% vs. prior year)

Libraries Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Respond to the ever-changing needs of the community	<ul style="list-style-type: none">Conduct building studies for purpose of improving physical spaces at Central Library and East BranchPilot library lockers
Serve as a community connector	<ul style="list-style-type: none">Expand hours of service at existing branch librariesPilot storefront branch library
Support racial and social justice initiatives	<ul style="list-style-type: none">Conduct a diversity audit of Library's circulating print collections in effort to provide collections and services that are representative of the people and communities we serve



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1: Expand number of branch libraries in Somerville	-Pilot a temporary storefront library	In progress
Goal 2: Develop programming plan and procedures that enables groups and organizations to utilize new programmatic spaces at West Branch	-Develop policies and procedures for hosting non-library events in community spaces at West Branch	In Progress
Goal 3: Advance racial and social justice within the public library community	-Offer a series of programs or special events to the public, as well as two staff trainings during the year	In Progress
Goal 4: Serve as a trusted community connector	-Launch website that guides users to community resources in multiple languages	On Hold

Budget Detail

Personal Services Changes

Personal Services are projected up 8% for FY23.

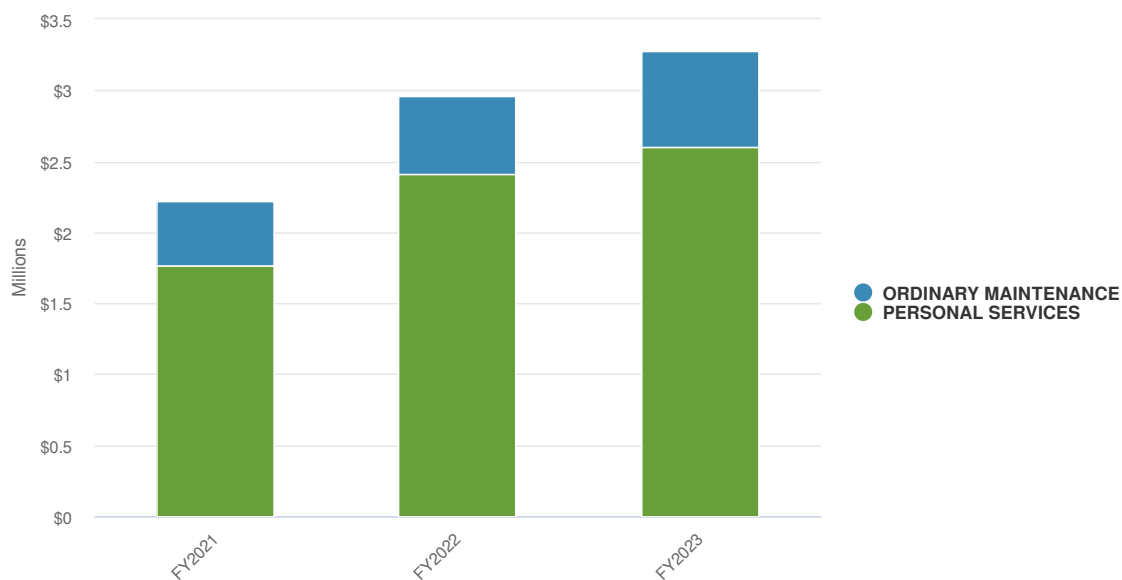
- \$100,000 for wage increases for part-time library employees
- \$50,000 for new LIB I Generalist position at West Branch

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected up 24% for FY23.

- \$30,000 increase for OverDrive Advantage budget
- \$7,000 increase for Library programs and events
- \$5,000 increase for consumables related to programs offered, including: West Branch 'maker' events, Somerville Reads, summer reading, etc.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$2,048,724	\$1,493,516	\$2,138,872	\$90,148



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
SALARIES & WAGES TEMPOR'Y	\$149,000	\$128,966	\$253,817	\$104,817
OVERTIME	\$117,677	\$111,640	\$132,751	\$15,074
SHIFT DIFFERENTIALS	\$46,000	\$22,249	\$42,545	-\$3,455
LONGEVITY	\$25,650	\$24,600	\$17,350	-\$8,300
OUT OF GRADE	\$0	\$2,122	\$0	\$0
HOLIDAYS NON-UNION	\$2,318	\$2,318	\$605	-\$1,713
HOLIDAYS - S.M.E.A.	\$13,540	\$13,816	\$3,437	-\$10,103
PERFECT ATTENDANCE	\$0	\$4,300	\$0	\$0
UNIFORM ALLOWANCE	\$11,200	\$8,400	\$11,900	\$700
SICK LEAVE BUYBACK	\$0	\$3,267		\$0
Total PERSONAL SERVICES:	\$2,414,109	\$1,815,194	\$2,601,277	\$187,168
ORDINARY MAINTENANCE				
POSTAGE MACHINE RENTAL	\$0	\$0	\$350	\$350
RENTAL-WATER COOLER	\$750	\$644	\$900	\$150
PROFESSIONAL & TECHNICAL SVC	\$66,000	\$67,239	\$81,133	\$15,133
POSTAGE	\$1,150	\$456	\$600	-\$550
INTERNET MAINTENANCE	\$8,385	\$2,698	\$10,967	\$2,582
MICROFILMING	\$595	\$362	\$595	\$0
OFFICE SUPPLIES	\$2,600	\$2,496	\$5,600	\$3,000
PRINTING & STATIONERY	\$500	\$72	\$500	\$0
COMPUTER SUPPLIES	\$23,545	\$21,945	\$40,110	\$16,565
OFFICE FURNITURE NOT CAPITALIZ	\$0	\$700	\$2,500	\$2,500
FOOD SUPPLIES & REFRESHMT	\$1,500	\$100	\$1,500	\$0
EDUCATIONAL SUPPLIES	\$1,000	\$770	\$16,700	\$15,700
BOOKS	\$124,750	\$111,807	\$145,000	\$20,250
AUDIO VISUAL SUPPLIES	\$33,395	\$30,731	\$34,600	\$1,205
MUSIC SUPPLIES/INSTRUMENT	\$5,400	\$4,370	\$5,400	\$0
ONLINE SUBSCRIPTION	\$205,601	\$192,681	\$251,726	\$46,125
MAGAZINES/SUBSCRIPTS/PUB	\$19,500	\$16,468	\$17,983	-\$1,517
LIBRARY SUPPLIES	\$3,715	\$4,294	\$7,000	\$3,285
BOOK THEFT SYSTEM	\$1,800	\$0	\$1,800	\$0
PROGRAM SUPPLIES & MATLS		\$0	\$5,000	\$5,000
IN STATE TRAVEL	\$350	\$0	\$350	\$0
IN STATE CONFERENCES	\$1,500	\$1,304	\$2,000	\$500
OUT OF STATE TRAVEL	\$2,500	\$0	\$7,000	\$4,500
DUES AND MEMBERSHIPS	\$375	\$375	\$700	\$325
COMPUTER EQUIPMENT	\$38,818	\$34,782	\$39,700	\$882
Total ORDINARY MAINTENANCE:	\$543,729	\$494,294	\$679,714	\$135,985
Total Expense Objects:	\$2,957,838	\$2,309,488	\$3,280,991	\$323,153



Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Library First Assistant	2022-07-01	1	100%	\$55,404	\$58,111	TECH III
Librarian II	2022-07-01	1	100%	\$60,360	\$60,826	LIB II
Branch Librarian - East	2022-07-01	1	100%	\$65,400	\$66,726	LIB III
Librarian II	2022-07-01	1	100%	\$60,360	\$62,376	LIB II
Librarian II	2022-07-01	1	100%	\$60,360	\$61,076	LIB II
Library First Assistant	2022-07-01	1	100%	\$55,404	\$58,111	TECH III
Librarian I	2022-08-01	1	100%	\$48,323	\$48,766	LIB I
Librarian I	2022-07-01	1	100%	\$53,244	\$53,946	LIB I
Library Technician III	2022-07-01	1	100%	\$55,404	\$56,711	TECH III
Librarian I	2022-07-01	1	100%	\$54,312	\$55,267	LIB I
Library Technician II	2022-07-01	1	100%	\$49,104	\$51,099	TECH II
Librarian I	2022-07-01	1	100%	\$54,312	\$55,017	LIB I
Librarian I	2022-08-01	1	100%	\$48,323	\$48,766	LIB I
Librarian II	2022-07-01	1	100%	\$59,760	\$60,225	LIB II
Library Technician II	2022-07-01	1	100%	\$49,104	\$49,549	TECH II
Library First Assistant	2022-08-01	1	100%	\$47,377	\$47,818	TECH III
Librarian I	2022-08-01	1	100%	\$48,323	\$48,766	LIB I
Librarian I	2022-07-01	1	100%	\$53,244	\$55,246	LIB I
Library Technician III	2022-07-01	1	100%	\$54,312	\$55,267	TECH III
Library Technician III	2022-07-01	1	100%	\$52,200	\$52,650	TECH III
Librarian II	2022-07-01	1	100%	\$60,960	\$62,977	LIB II
Librarian I	2022-08-01	1	100%	\$48,323	\$48,766	LIB I
Deputy Director	2022-07-01	1	100%	\$96,096	\$96,281	NU7
Administrative Assistant SMEA B	2022-07-01	1	100%	\$63,324	\$64,296	ADMN2A
Library Technician II	2022-08-01	1	100%	\$43,692	\$44,126	TECH II
Library Technician III	2022-07-01	1	100%	\$55,404	\$56,711	TECH III
Librarian II	2022-08-01	1	100%	\$54,241	\$54,695	LIB II
Library Technician II	2022-07-01	1	100%	\$49,104	\$50,399	TECH II
Librarian I	2022-07-01	1	100%	\$53,244	\$53,696	LIB I
Librarian I	2022-08-01	1	100%	\$48,323	\$48,766	LIB I
Library Senior Assistant	2022-07-01	1	100%	\$55,404	\$57,761	TECH III
Library Technician III	2022-07-01	1	100%	\$55,404	\$57,761	TECH III
Manager of Branch Services	2022-07-01	1	100%	\$94,212	\$94,393	NU7
Librarian II	2022-07-01	1	100%	\$59,760	\$60,725	LIB II
Director of Libraries	2022-07-01	1	100%	\$124,356	\$124,595	NU4
Librarian I	2022-07-01	1	100%	\$53,244	\$53,696	LIB I



Parks & Recreation

The Parks & Recreation department operates year-round programs throughout the City's public facilities, playgrounds, schoolyards, and various other locations to promote positive and healthy activities for all members of the Somerville community.

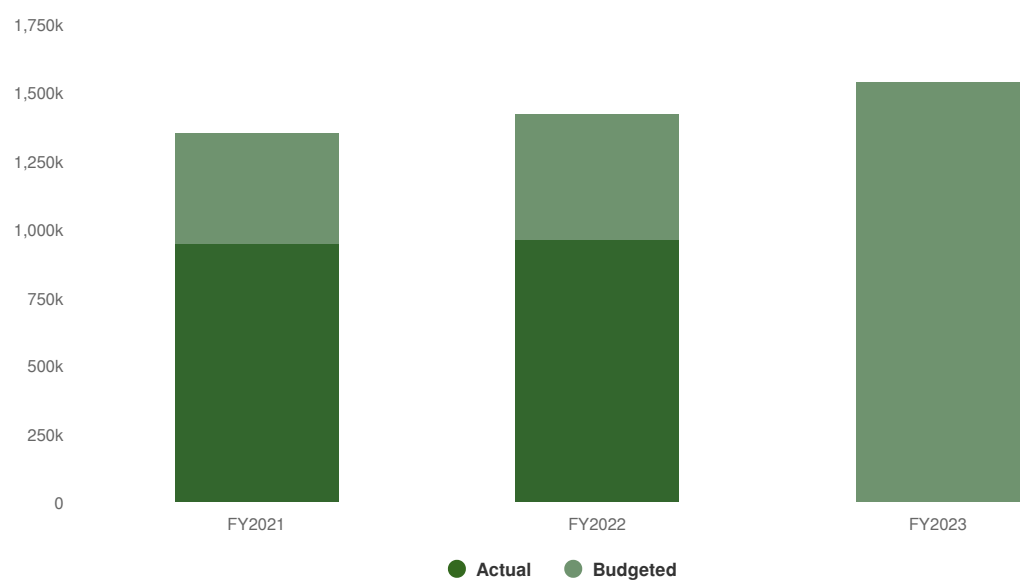
Expenditures Summary

\$1,538,512

\$114,145

(8.01% vs. prior year)

Parks & Recreation Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Increase accessibility for adult programming and leagues	-Focus more on lifetime activities such as swimming, pickleball, tennis, arts and fitness
Goal 2.1: Increase more inclusionary programs for children and adults with special needs	-Coordinate with schools' special education department to provide adaptive recreational programming
Goal 2.2: Increase more inclusionary programs for children and adults with special needs	-Coordinate with adult special needs program to provide recreational programming
Goal 3: Increase female participation by focusing on middle school and high school female programs	-Organize a round table forum to gain input directly from that demographic
Goal 4: Increase recreational facilities and spaces to allow pre-teens and teens a safe and enjoyable location to use as a drop-in center	-Work with scheduling different city facilities to provide pop-up drop-in centers
Goal 5: Increase afterschool programming by utilizing the Edgerly School Facility	-Partnering with the school department to shift expiring afterschool programming to the Parks and Rec department
Goal 6: Increase programming for LGBTQ+ community	-Partnering with Somerville Public Schools, SHS GSA, city diversity director, LGBTQ+ Liaison and health department
Goal 7: Increase senior recreational programming	-Working in partnership with the council on aging to assist them in providing recreation opportunities for senior community members

Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1: Increase accessibility for adult programming and leagues	-Focus more on lifetime activities such as swimming, pickleball, tennis, arts and fitness	In Progress
Goal 2: Increase more inclusionary programs for children and adults with special needs	-Coordinate with schools' special education department to provide adaptive recreational programming	In Progress
Goal 2.1: Increase more inclusionary programs for children and adults with special needs	-Coordinate with adult special needs program to provide recreational programming	In Progress
Goal 3: Increase female participation by focusing on middle school and high school female programs	-Organize a round table forum to gain input directly from that demographic	In Progress
Goal 4: Increase recreational facilities and spaces to allow pre-teens and teens a safe and enjoyable location to use as a drop-in center	-Work with scheduling different city facilities to provide pop-up drop-in centers Ex: Powderhouse committee room and school gyms. In addition, working with the business community such as restaurants or private companies and facilities	In Progress
Goal 5: Increase afterschool programming by utilizing the Edgerly School Facility	-Partnering with the school department to shift expiring afterschool programming to the Parks and Rec department	In Progress
Goal 6: Increase programming for LGBTQ+ community	-Partnering with Somerville Public Schools, SHS GSA, city diversity director, LGBTQ+ Liaison and health department	In Progress
Goal 7: Increase senior recreational programming	-Working in partnership with the council on aging to assist them in providing recreation opportunities for senior community members	In Progress



Budget Detail

Personal Services Changes

Personal Services are projected [up/down/unchanged] 14% for FY23.

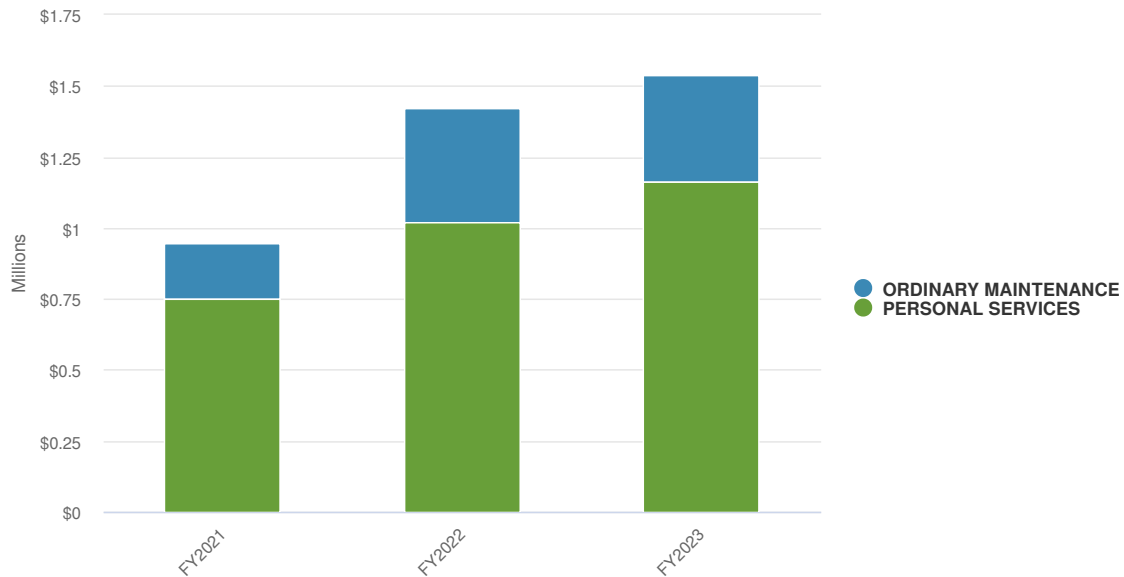
- Increase in Temporary Salaries of \$102,380 to raise the wages of Lifeguards and Recreation youth employees.
- An additional Program Coordinator has been added for FY23

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected down 7% for FY23.

- Decrease in PT 25K due to Equity Consultant work.
- Decrease in training by 2K

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$627,804	\$384,030	\$671,536	\$43,732
SALARIES & WAGES TEMPORARY	\$382,100	\$365,083	\$484,480	\$102,380
OVERTIME	\$750	\$0	\$750	\$0
LONGEVITY	\$2,150	\$600	\$725	-\$1,425
HOLIDAYS NON-UNION	\$3,442	\$2,449	\$944	-\$2,498
HOLIDAYS - S.M.E.A.	\$1,371	\$875	\$327	-\$1,044
UNIFORM ALLOWANCE	\$350	\$350	\$350	\$0
OTHER LUMP SUM PAYMENTS	\$2,500	\$0	\$2,500	\$0
Total PERSONAL SERVICES:	\$1,020,467	\$753,387	\$1,161,612	\$141,145
ORDINARY MAINTENANCE				
OIL	\$1,000	\$171	\$1,000	\$0
R&M - BUILDINGS & GROUNDS	\$10,000	\$0	\$10,000	\$0



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
R&M - VEHICLES	\$2,000	\$0	\$2,000	\$0
R&M - OFFICE EQUIPMENT	\$2,000	\$1,162	\$2,000	\$0
RENTAL-BUILDINGS SCHOOL	\$37,500	\$19,254	\$37,500	\$0
RENTAL-WATER COOLER	\$400	\$0	\$400	\$0
PROFESSIONAL & TECHNICAL SVC	\$135,000	\$105,569	\$110,000	-\$25,000
STAFF DEVELOPMENT	\$6,000	\$0	\$4,000	-\$2,000
RECREATION - ADMISSION FEES	\$5,000	\$2,382	\$5,000	\$0
RECREATION - TRANSPORTATION	\$4,000	\$1,930	\$4,000	\$0
OFFICE SUPPLIES	\$4,000	\$1,922	\$4,000	\$0
PRINTING & STATIONERY	\$25,000	\$0	\$25,000	\$0
CUSTODIAL & MAINT SUPPLIES	\$1,000	\$0	\$1,000	\$0
FOOD SUPPLIES & REFRESHMT	\$2,500	\$393	\$2,500	\$0
MEDICAL & DENTAL SUPPLIES	\$5,500	\$0	\$5,500	\$0
ATHLETIC SUPPLIES	\$43,500	\$12,228	\$43,500	\$0
RECREATION SUPPLIES	\$20,000	\$6,377	\$20,000	\$0
UNIFORMS	\$65,000	\$26,847	\$65,000	\$0
DCR-BOAT HOUSE	\$34,000	\$34,000	\$34,000	\$0
DUES AND MEMBERSHIPS	\$500	\$0	\$500	\$0
Total ORDINARY MAINTENANCE:	\$403,900	\$212,235	\$376,900	-\$27,000
Total Expense Objects:	\$1,424,367	\$965,622	\$1,538,512	\$114,145

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Specialized Program Coordinator	2022-07-01	1	100%	\$66,504	\$66,632	NU11
Specialized Program Coordinator	2022-07-01	1	100%	\$66,504	\$66,632	NU11
Specialized Program Coordinator	2022-07-01	1	100%	\$66,504	\$66,632	NU11
Director of Parks & Recreation	2022-07-01	1	100%	\$119,532	\$119,742	NU 4
Specialized Program Coordinator	2022-07-01	1	100%	\$66,504	\$66,632	NU11
Specialized Program Coordinator	2022-07-01	1	100%	\$66,504	\$66,632	NU11
Program Coordinator (New)	2022-10-01	1	100%	\$48,897	\$48,991	NU11
Recreation Program Developer	2022-07-01	1	100%	\$115,356	\$116,302	Q
Administrative Assistant SMEA B	2022-08-01	1	100%	\$55,231	\$58,187	ADMN2A



Fields Maintenance

The Parks & Recreation department operates year-round programs throughout the City's public facilities, playgrounds, schoolyards, and various other locations to promote positive and healthy activities for all members of the Somerville community.

Fields Division Core Function:
The Field Maintenance Division is responsible for maintenance and upkeep of the City's many athletic fields from the ground up. Field Maintenance ensures proper soil health and composition, care for the City's synthetic turf fields, as well as long-term improvements to all playing surfaces.

Expenditures Summary

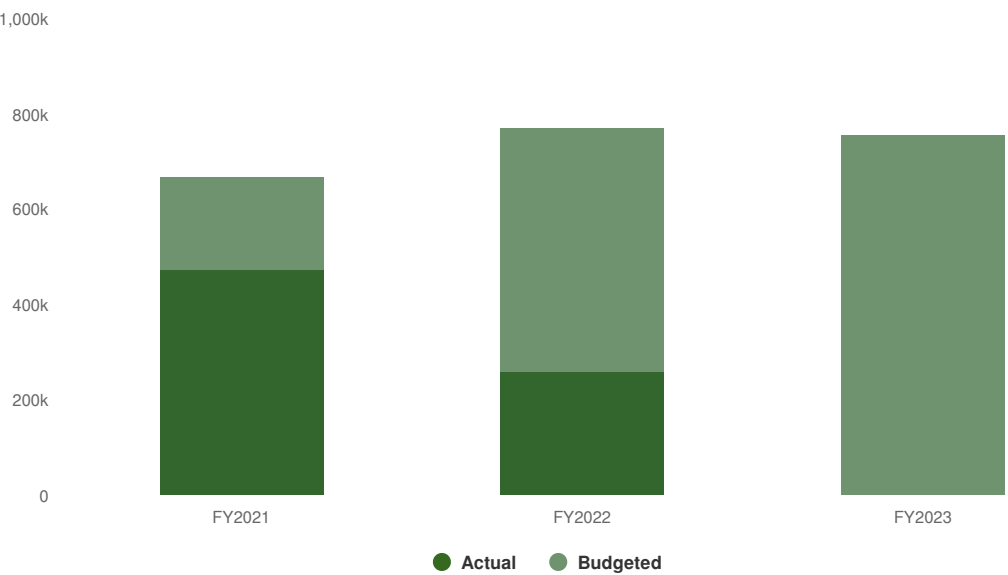
Mileage State reimbursement increased to 58.5 increase in State travel by 11%. \$3000 to \$3500.

\$755,723

-\$13,452

(-1.75% vs. prior year)

Fields Maintenance Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.1: Continue Aeration/Topdressing on Lincoln park as well as all Parks and Recreation Maintained Fields	-Obtain needed and requested equipment for aeration/topdressing
Goal 1.2: Continue Training that was lost from FY20 for Parks and Recreation Fields Crew	-Complete at least one training for fields crew
Goal 2: Upgrade irrigation at Hodgkin's Park and Nunziato to match the remote access systems at Lincoln park and Trum Field	-Complete irrigation upgrade
Goal 3: Begin Construction at Dilboy Auxiliary Fields and Dilboy Stadium CIP Projects	-Manage reconstruction of Dilboy Auxiliary site which will include the irrigation and drainage at the site along with regrading and monitoring grow-in
Goal 4: Manage Re-surfacing projects of Dilboy Stadium Synthetic Turf Field	-Complete resurfacing and create a maintenance plan

Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1.1: Continue Aeration/Topdressing on Lincoln park as well as all Parks and Recreation Maintained Fields	Obtain needed and requested equipment for aeration/topdressing	In Progress
Goal 1.2: Continue Training that was lost from FY20 for Parks and Recreation Fields Crew	-Complete at least one training for fields crew	In Progress
Goal 2: Upgrade irrigation at Hodgkin's Park and Nunziato to match the remote access systems at Lincoln park and Trum Field	-Complete irrigation upgrade	In Progress
Goal 3: Begin Construction at Dilboy Auxiliary Fields and Dilboy Stadium CIP Projects	-Manage reconstruction of Dilboy Auxiliary site which will include the irrigation and drainage at the site along with regrading and monitoring grow-in	In Progress
Goal 4: Manage Re-surfacing projects of Dilboy Stadium Synthetic Turf Field	-Complete resurfacing and create a maintenance plan	Complete

Budget Detail

Personal Services Changes

Personal Services are projected down 4% for FY23.

- This is due to staff turnover.

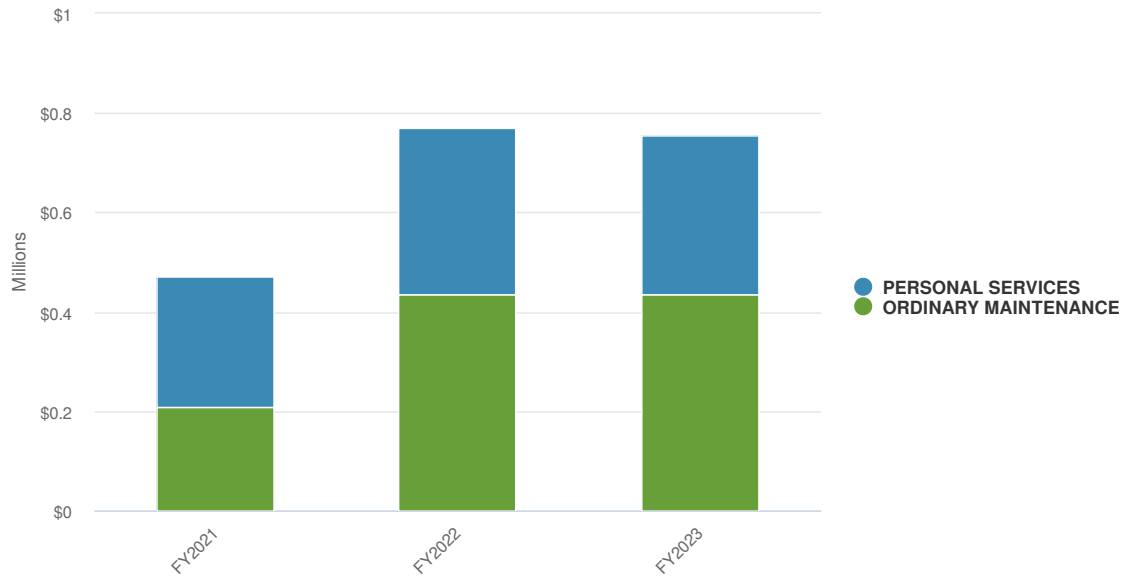
Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to increase 0.1% for FY23.

- In-State travel from \$3,000 to \$3,500 due to the updated mileage reimbursement.



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$258,756	\$140,320	\$246,321	-\$12,435
OVERTIME	\$65,000	\$25,497	\$65,000	\$0
LONGEVITY	\$600	\$650	\$600	\$0
OTHER DIFFERENTIALS	\$6,584	\$6,648	\$6,578	-\$6
HOLIDAYS NON-UNION	\$667	\$0	\$153	-\$514
HOLIDAYS - S.M.E.A.	\$1,318	\$1,303	\$321	-\$997
UNIFORM ALLOWANCE	\$1,050	\$700	\$1,050	\$0
Total PERSONAL SERVICES:	\$333,975	\$175,119	\$320,023	-\$13,952
ORDINARY MAINTENANCE				
R&M - REC FACIL/PARKS/PLAYGRND	\$25,000	\$7,751	\$25,000	\$0
R&M - TOOLS & EQUIPMENT	\$7,000	\$0	\$7,000	\$0
R&M - OTHER EQUIPMENT	\$10,000	\$0	\$10,000	\$0
REPAIRS TO PARK LIGHTING	\$10,000	\$0	\$10,000	\$0
PROFESSIONAL & TECHNICAL SVC	\$298,500	\$46,269	\$298,500	\$0
OFFICE SUPPLIES	\$1,700	\$0	\$1,700	\$0
PAINT	\$15,000	\$3,385	\$15,000	\$0
GROUNDKEEPING SUPPLIES	\$30,000	\$21,675	\$30,000	\$0
LOAM,SOD,FERTILIZER	\$30,000	\$4,269	\$30,000	\$0
UNIFORMS	\$5,000	\$0	\$5,000	\$0
IN STATE TRAVEL	\$3,000	\$0	\$3,500	\$500
Total ORDINARY MAINTENANCE:	\$435,200	\$83,348	\$435,700	\$500
Total Expense Objects:	\$769,175	\$258,468	\$755,723	-\$13,452



Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23	FY23 Total		Grade
				Base Salary	Compensation		
Director of Operations - Fields Maintenance	2022-08-01	1	100%	\$79,684	\$79,837	NU8	
Athletic Field Laborer	2022-07-01	1	100%	\$55,428	\$58,608	LAB4	
Working Foreman	2022-08-01	1	100%	\$55,781	\$58,569	WKFM3	
Athletic Field Laborer	2022-07-01	1	100%	\$55,428	\$58,008	LAB4	



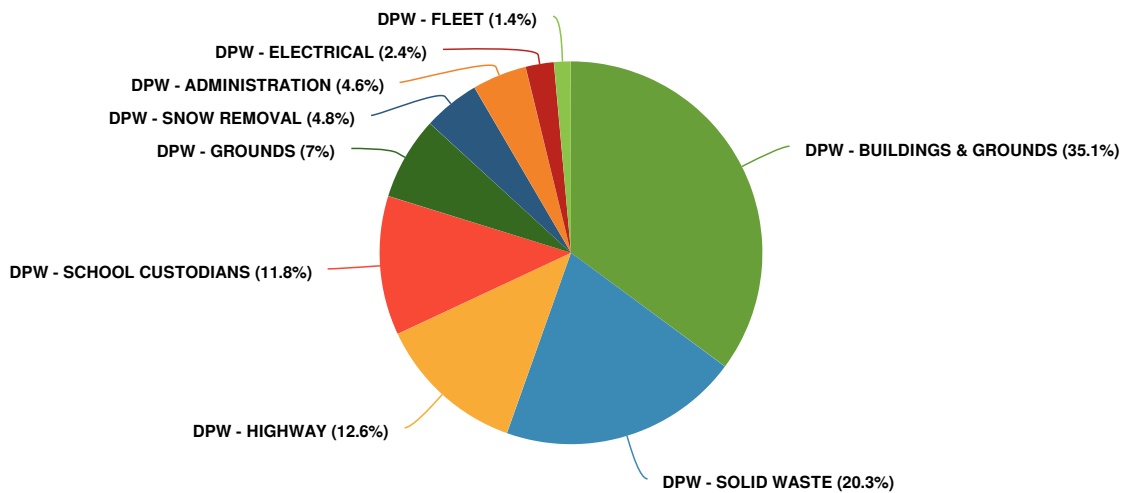
Public Works

DPW Organizational Chart

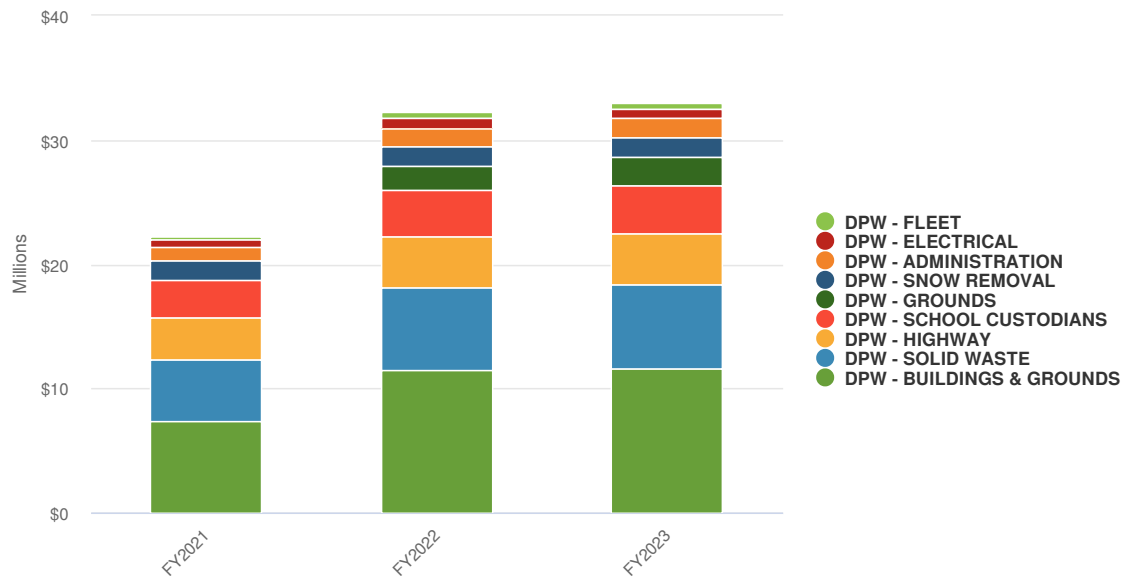


Expenditures by Division

Budgeted Expenditures by Division



Budgeted and Historical Expenditures by Function



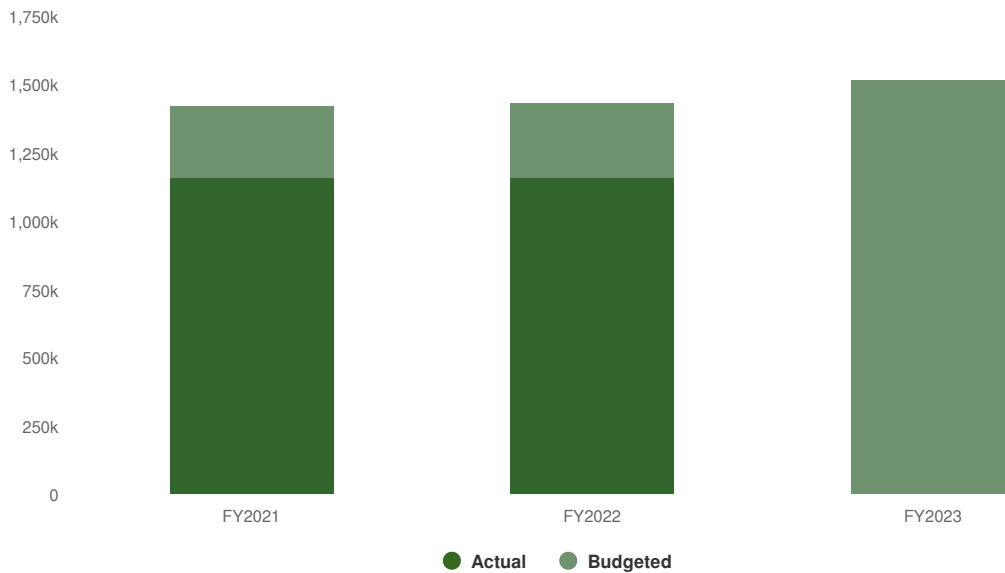
Administration (DPW)

The DPW Administration team oversees all personnel and financial matters related to the department.

Expenditures Summary

\$1,517,321 **\$79,215**
(5.51% vs. prior year)

Administration (DPW) Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1.1: Continue to update the DPW website to enable vendor and community relations and transition to paperless practices where possible including electronic archiving for retention of records such as invoices.	-Create online customer satisfaction surveys
Goal 1.2: Continue to update the DPW website to enable vendor and community relations and transition to paperless practices where possible including electronic archiving for retention of records such as invoices.	-Online payment options
Goal 1.3: Continue to update the DPW website to enable vendor and community relations and transition to paperless practices where possible including electronic archiving for retention of records such as invoices.	-Showcase community engagement efforts on the DPW website
Goal 2: Create best practices for encumbrances which represent the reserved commitment of funds arising from purchase orders	-Publish and implement best practices documentation
Goal 3: Create metrics to improve services for the City by analyzing the volume of vendor email communications with DPW including when and how DPW responds	-Number of metrics analyzed on a regular basis related to vendor email communications
Goal 4: Create best practices and metrics to improve upon DPW bill paying, to ensure we meet net 30 days or less.	-Percent of Bills paid within 30 days.
Goal 5: Provide training opportunities for Admin & Clerical Staff and for employees who operate vehicles and other large equipment	-Number of trainings offered to staff

Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1.1: Continue to update the DPW website to enable vendor and community relations and transition to paperless practices where possible including electronic archiving for retention of records such as invoices.	-Create online customer satisfaction surveys	In Progress
Goal 1.2: Continue to update the DPW website to enable vendor and community relations and transition to paperless practices where possible including electronic archiving for retention of records such as invoices.	-Online payment options	In Progress
Goal 1.3: Continue to update the DPW website to enable vendor and community relations and transition to paperless practices where possible including electronic archiving for retention of records such as invoices.	-Showcase community engagement efforts on the DPW website	In Progress
Goal 2: Create best practices for encumbrances which represent the reserved commitment of funds arising from purchase orders	-Develop and implement best practices documentation	Complete
Goal 3: Create metrics to improve services for the City by analyzing the volume of vendor email communications with DPW including when and how DPW responds	-Number of metrics analyzed on a regular basis related to vendor email communications	In Progress
Goal 4: Provide training opportunities for Admin & Clerical Staff and for employees who operate vehicles and other large equipment	-Number of trainings offered to staff	In Progress



Budget Detail

Personal Services Changes

Personal Services are projected up less than 1% for FY23.

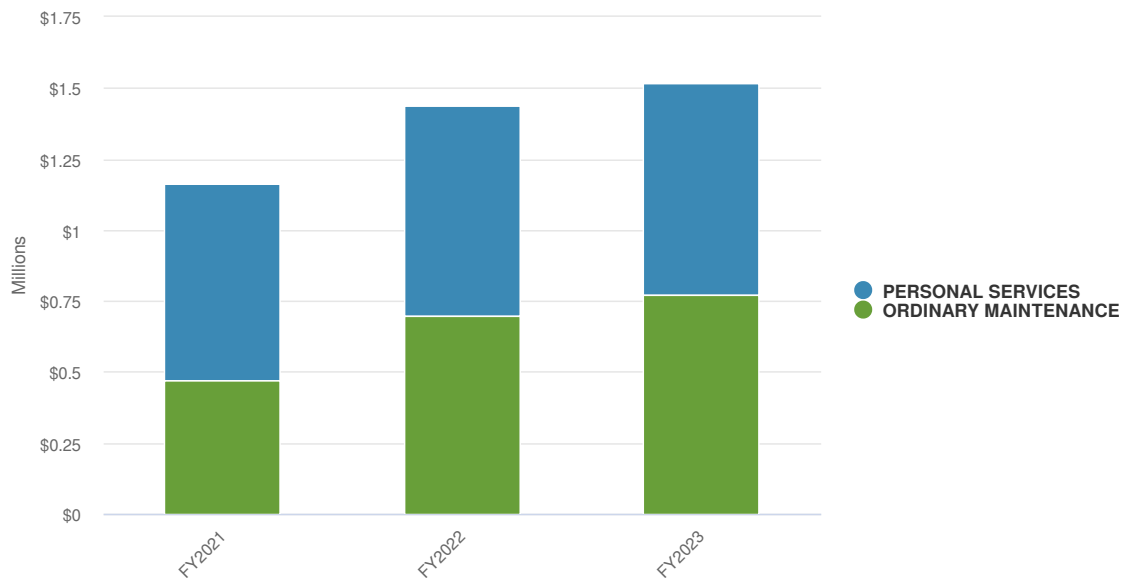
- Differences in salaries are due to negotiated SMEA collective bargaining agreements.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected up 10% for FY23.

- Increased Motor Gas and Oil by \$75k to cover increases in vehicle fuel costs.
- Several other lines have been right-sized.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$717,516	\$546,892	\$729,441	\$11,925
OVERTIME	\$11,275	\$652	\$11,275	\$0
LONGEVITY	\$1,100	\$600	\$0	-\$1,100
OUT OF GRADE	\$2,765	\$890	\$2,765	\$0
HOLIDAYS NON-UNION	\$3,398	\$5,113	\$883	-\$2,515
HOLIDAYS - S.M.E.A.	\$2,104	\$1,278	\$509	-\$1,595
UNIFORM ALLOWANCE	\$1,750	\$700	\$1,750	\$0
Total PERSONAL SERVICES:	\$739,908	\$556,124	\$746,623	\$6,715
ORDINARY MAINTENANCE				
REPAIRS AND MAINTENANCE	\$38,184	\$6,640	\$38,184	\$0
R&M - SERVICE CONTRACTS	\$2,449	\$1,657	\$2,449	\$0
LEASE - PHOTOCOPIER EQUIPMENT	\$2,800	\$474	\$2,800	\$0



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
POSTAGE MACHINE RENTAL	\$3,074	\$479	\$3,074	\$0
RENTAL-WATER COOLER	\$500	\$1,299	\$5,000	\$4,500
HAZARDOUS WASTE REMOVAL	\$0	\$858	\$0	\$0
PROFESSIONAL & TECHNICAL SVC	\$210,000	\$213,212	\$210,000	\$0
EMPLOYEE TRAINING COURSES	\$23,000	\$7,855	\$25,000	\$2,000
ADVERTISING	\$500	\$0	\$0	-\$500
POLICE DETAIL	\$35,600	\$9,979	\$35,600	\$0
FIRE DETAIL	\$2,500	\$0	\$1,000	-\$1,500
POSTAGE	\$3,500	\$0	\$3,500	\$0
OFFICE SUPPLIES	\$8,500	\$10,701	\$10,000	\$1,500
PRINTING & STATIONERY	\$1,000	\$867	\$1,000	\$0
OFFICE EQUIPMENT NOT CAPITALIZ	\$12,116	\$923	\$12,116	\$0
MOTOR GAS AND OIL	\$325,000	\$341,682	\$400,000	\$75,000
FOOD SUPPLIES & REFRESHMT	\$5,000	\$3,789	\$5,000	\$0
PUBLIC SAFETY SUPPLIES	\$7,975	\$2,026	\$7,975	\$0
MAGAZINES/SUBSCRIPTS/PUB	\$7,000	\$33	\$500	-\$6,500
DUES AND MEMBERSHIPS	\$7,000	\$2,435	\$5,000	-\$2,000
REIMB OF LICENSES	\$2,500	\$937	\$2,500	\$0
Total ORDINARY MAINTENANCE:	\$698,198	\$605,846	\$770,698	\$72,500
Total Expense Objects:	\$1,438,106	\$1,161,970	\$1,517,321	\$79,215

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base	FY23 Total	Grade
				Salary	Compensation	
Head Clerk	2022-07-01	1	100%	\$57,588	\$58,049	CLER1
Head Clerk	2022-07-01	1	100%	\$57,588	\$58,049	CLER1
Executive Administrative Assistant Non-Union	2022-07-01	1	100%	\$88,224	\$88,394	NU9
Principal Clerk	2022-08-01	1	100%	\$48,818	\$49,262	CLER2
Commissioner of DPW	2022-07-01	1	100%	\$146,844	\$147,126	NU3
Administrative Assistant SMEA B	2022-08-01	1	100%	\$55,231	\$55,687	ADMN2A
Director of Finance & Administration	2022-07-01	1	100%	\$99,756	\$99,948	NU6
Director of Operations	2022-07-01	1	100%	\$124,356	\$124,595	NU4
Senior Clerk	2022-07-01	1	100%	\$45,096	\$45,533	CLER4



Buildings

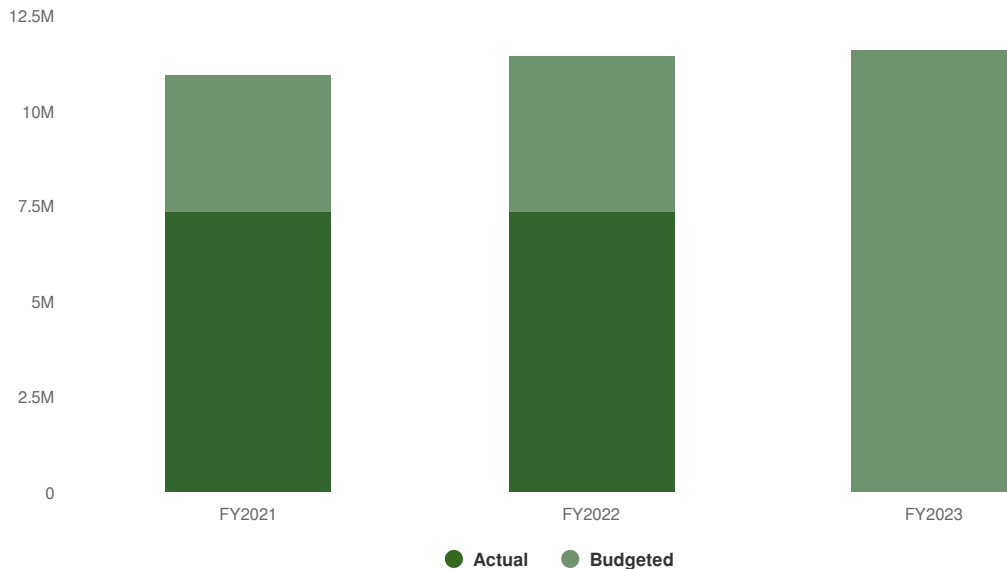
The Buildings Division supports DPW's mission to ensure all City buildings and schools are safe, clean, and welcoming to all that enter. Specifically, the Buildings Division strives to maintain optimal performance of City buildings and schools, by performing preventative maintenance and repair services to elevators, mechanical, HVAC and control systems, electrical, plumbing, alarm, and security systems. The Buildings Division also performs interior/exterior repairs and renovations including physical support. Lastly, the division provide custodial and maintenance services, clearing of snow from all City owned facilities and walkways, salting walkway surfaces.

Expenditures Summary

We are increasing the budget by 1%, to account for projected increases in elevator repair, flooring repairs and extermination.

\$11,602,170 **\$160,284**
(1.40% vs. prior year)

Buildings Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Improved documentation for cleaning City buildings	-Develop and implement standard operating procedures for cleaning City buildings
Goal 2: Increase preventative maintenance initiatives for City and School buildings	-Develop a preventative maintenance plan and schedule for City and School buildings
Goal 3: Complete renovations and upgrades at the Edgerly school to provide additional City and School Department capacity	-Number of upgrades completed at the Edgerly school
Goal 4: Conduct ADA surveys of City buildings.	-Number of Buildings Surveyed



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1: Improved documentation for cleaning City buildings	-Develop and implement standard operating procedures for cleaning City buildings	In Progress
Goal 2: Increase preventative maintenance initiatives for City and School buildings	-Develop a preventative maintenance plan and schedule for City and School buildings	In Progress
Goal 3: Complete renovations and upgrades at the Edgerly school to provide additional City and School Department capacity	-Number of upgrades completed at the Edgerly school	In Progress

Budget Detail

Personal Services Changes

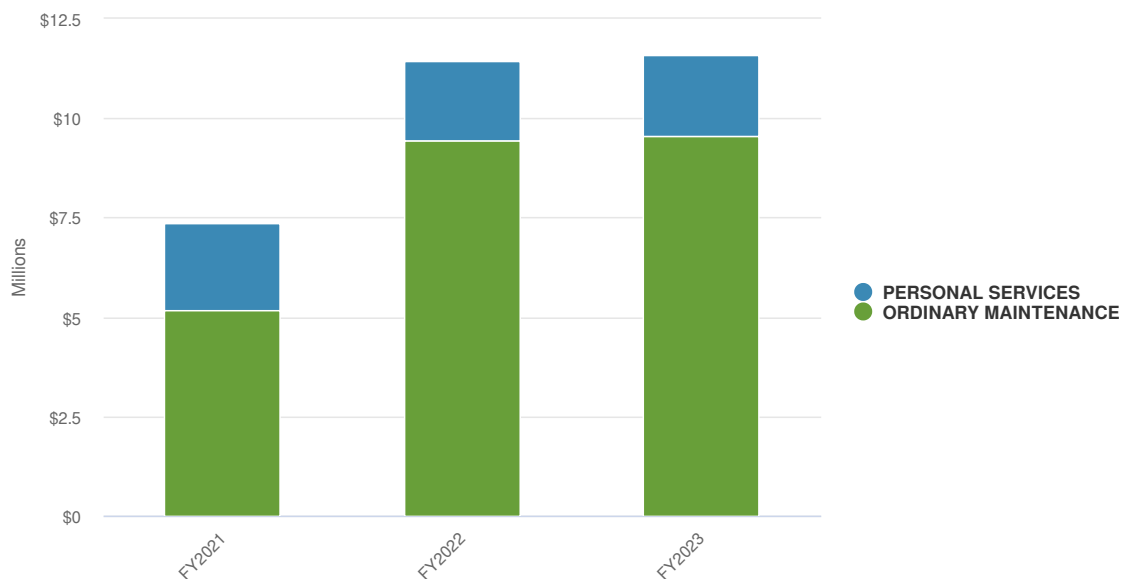
Personal Services costs are projected to increase by 2% for FY23.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to increase by 1% for FY23.

- Increase of Extermination by 54% from \$65,000 to \$100,000 (With the increase in rodent population, we are seeking to address this situation more robustly. Therefore, in order to maintain satisfactory continuing control over the management of the rodent population, we are seeking a 35k increase in order to address constituent concerns.)
- Increase of R&M Elevators by 25%, from \$60,000 to \$75,000 (We have increase this line item to take into consideration the Armory's elevator, to bring back into a state of good repair. We therefore believe in order to maintain the current state of good repair, we are adjusting this figure by \$15k for the replacement of the leveling and certain mechanical parts)
- Increase of Alarm by 20% from, \$100,000 to \$120,000 (We have increased the number of buildings in the city to include the Armory and West Library. Therefore, we will need to adjust this line item to take into account their operational costs.)
- Reduction of Program Time Clocks by 25%, from \$40,000 to \$30,000 (We have reduced this line item, the most that we have spent in the past 5 fiscal years is \$25,852)

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
PERSONAL SERVICES				
SALARIES	\$257,668	\$834,298	\$241,150	-\$16,518
WAGES - HOURLY PERMANENT	\$1,093,266	\$85,202	\$1,164,618	\$71,352
OVERTIME	\$118,235	\$249,485	\$118,235	\$0
OVERTIME - LABOR	\$404,000	\$9,347	\$404,000	\$0
LONGEVITY	\$20,150	\$11,150	\$18,875	-\$1,275
OUT OF GRADE	\$0	\$4,510		\$0
LONGEVITY-LABOR	\$20,975	\$10,675	\$20,975	\$0
OUT OF GRADE-LABOR	\$8,850	\$2,996	\$8,850	\$0
OTHER DIFFERENTIALS	\$45,925	\$35,803	\$45,746	-\$179
HOLIDAYS NON-UNION	\$1,511	\$1,510	\$394	-\$1,117
HOLIDAYS - S.M.E.A.	\$8,906	\$6,650	\$2,227	-\$6,679
PERFECT ATTENDANCE	\$0	\$2,500	\$0	\$0
UNIFORM ALLOWANCE	\$6,650	\$10,150	\$7,350	\$700
OTHER LUMP SUM PAYMENTS	\$1,000	\$0	\$1,000	\$0
Total PERSONAL SERVICES:	\$1,987,136	\$1,264,277	\$2,033,420	\$46,284
ORDINARY MAINTENANCE				
ELECTRICITY	\$2,500,000	\$2,948,060	\$2,500,000	\$0
NATURAL GAS	\$600,000	\$722,880	\$600,000	\$0
OIL	\$100,000	\$77,643	\$100,000	\$0
R&M - BUILDINGS & GROUNDS	\$75,000	\$38,473	\$119,000	\$44,000
R&M - HVAC	\$2,500,000	\$1,144,104	\$2,500,000	\$0
R&M - TOOLS & EQUIPMENT	\$35,000	\$2,627	\$35,000	\$0
R&M - FENCE	\$125,000	\$74,160	\$125,000	\$0
R&M - INTERIOR BUILDING	\$680,000	\$131,837	\$680,000	\$0
R&M - EXTERIOR BUILDING	\$310,000	\$82,116	\$310,000	\$0
R&M - FIRE ALARM	\$180,250	\$89,004	\$180,250	\$0
R&M - PROGRAM TIME CLOCKS	\$40,000	\$11,867	\$30,000	-\$10,000
R&M - INTERCOM EQUIPMENT	\$12,000	\$8,198	\$12,000	\$0
R&M - ELEVATORS	\$60,000	\$43,322	\$75,000	\$15,000
R&M - ROOFING	\$950,000	\$23,942	\$950,000	\$0
R&M - FLOOR COVERING	\$140,000	\$10,560	\$150,000	\$10,000
REPAIRS TO PARK LIGHTING	\$0	\$6,382	\$0	\$0
RENTAL - BUILDINGS	\$40,000	\$625	\$40,000	\$0
RENTAL - TABLES & CHAIRS	\$10,000	\$0	\$10,000	\$0
RENTALS EQUIPMENT	\$80,000	\$36,243	\$80,000	\$0
ALARMS	\$100,000	\$70,369	\$120,000	\$20,000
PROFESSIONAL & TECHNICAL SVC	\$125,000	\$30,013	\$125,000	\$0
EXTERMINATION	\$65,000	\$19,699	\$100,000	\$35,000
MOVING SERVICES	\$70,000	\$47,835	\$70,000	\$0
OFFICE FURNITURE NOT CAPITALIZ	\$6,000	\$7,995	\$6,000	\$0
OTH EQUIPMENT NOT CAPITALIZE	\$75,000	\$74,109	\$75,000	\$0
PLUMBING SUPPLIES	\$120,000	\$116,583	\$120,000	\$0



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
ELECTRICAL SUPPLIES	\$55,000	\$53,302	\$55,000	\$0
PAINT	\$20,000	\$10,517	\$20,000	\$0
GLASS	\$100,000	\$1,544	\$100,000	\$0
HARDWARE & SMALL TOOLS	\$0	\$5,523	\$0	\$0
CUSTODIAL & MAINT SUPPLIES	\$265,000	\$184,662	\$265,000	\$0
UNIFORMS	\$16,500	\$0	\$16,500	\$0
CHRISTMAS LIGHTING	\$0	\$4,700	\$0	\$0
Total ORDINARY MAINTENANCE:	\$9,454,750	\$6,078,893	\$9,568,750	\$114,000
Total Expense Objects:	\$11,441,886	\$7,343,170	\$11,602,170	\$160,284

Personnel Listing

Position Name	Start Date	FTE	Allocation FY23 Base		FY23 Total	
			%	Salary	Compensation	Grade
Superintendent of Buildings & Custodians	2022-07-01	1	100%	\$110,844	\$111,057	NU5
Foreman - SMEA A	2022-07-01	1	100%	\$89,003	\$95,585	10
Preventive Maintenance Manager	2022-07-01	1	100%	\$94,212	\$94,393	NU7
Working Foreman / Plumber	2022-07-01	1	100%	\$65,295	\$70,068	WKFM3
Working Foreman / Carpenter	2022-07-01	1	100%	\$65,295	\$69,718	WKFM3
Plumber	2022-07-01	1	100%	\$64,636	\$68,331	LAB3
Electrician	2022-07-01	1	100%	\$64,636	\$67,981	LAB3
Foreman - SMEA B	2022-07-01	1	100%	\$64,648	\$67,673	DPWFM
Electrician	2022-07-01	1	100%	\$64,636	\$67,481	LAB3
Building Custodian City	2022-07-01	1	100%	\$58,561	\$62,953	BLDG2
Building Custodian City	2022-07-01	1	100%	\$58,561	\$62,753	BLDG2
Building Custodian City	2022-07-01	1	100%	\$58,561	\$62,603	BLDG2
Carpenter/Public Works Laborer	2022-07-01	1	100%	\$58,026	\$60,607	LAB4
Sr Bldg Custodian City	2022-07-01	1	100%	\$55,399	\$60,028	BLDG1
Building Custodian City	2022-07-01	1	100%	\$52,188	\$56,263	BLDG2
HMEO	2022-07-01	1	100%	\$52,002	\$55,994	LAB6
HMEO	2022-07-01	1	100%	\$52,002	\$54,944	LAB6
HMEO	2022-07-01	1	100%	\$52,002	\$54,944	LAB6
Maintenance Mechanic/PWL	2022-07-01	1	100%	\$52,002	\$54,944	LAB6
Building Custodian City	2022-07-01	1	100%	\$51,160	\$54,069	BLDG2
Building Custodian City	2022-08-01	1	100%	\$49,083	\$51,384	BLDG2
Building Custodian City (New)	2022-10-01	1	100%	\$36,508	\$38,793	BLDG2
Building Custodian City (New)	2022-10-01	1	100%	\$36,508	\$38,793	BLDG2



Grounds

Ben Waldrip

Superintendent of Grounds

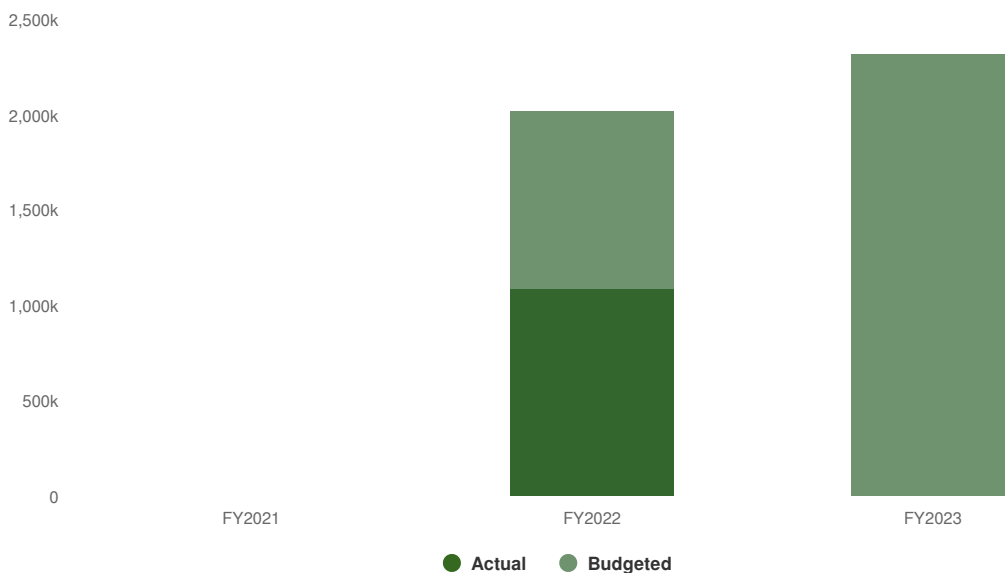
The Grounds Division ensures the functionality and safety within the City of Somerville's parks, playgrounds, dog parks, bike paths, school yards, and green spaces. The Grounds Division maintains and services all city parks with daily duties including trash pickup and removal, recycling, equipment staging for events, flower and ornamental planning, mulching, spring and fall cleanups, Christmas light and holiday set up and breakdown, irrigation startup/winterization, and minor repairs.

Expenditures Summary

The Grounds Division budget remains at level service for FY23, with the exception of the care for trees line item, for which we now have a tree warden to conduct the work necessary to care for our urban forest. We anticipate a 12% increase in the budget, which includes a 7- year program to address the City of Somerville's previously mentioned urban forest. This takes into consideration the 314 currently identified moderate to high risk trees to be pruned - addressing green-related initiatives for the City.

\$2,317,182 **\$297,998**
(14.76% vs. prior year)

Grounds Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Satisfy community gardener needs by working in conjunction to provide material resources	-Amount of mulch, stone dust, and irrigation resources provided to the community gardeners
Goal 2: Maintain parks equipment through replacement, upgrades, and painting of equipment	-Replace several damaged slides, paint benches, and replace lumber and pressure treated boards
Goal 3: Work with Public Space and Urban Forestry (PSUF) to establish proper maintenance practices and techniques in newly renovated parks	-Establish a preventative maintenance program suitable for plantings and beds in new parks
Goal 4: Increase efficiency within parks maintenance crews	-Research whether specifying work zones and specific tasks for workers will maximize production and reduce travel time for crews
Goal 5: Repair poured in place surfaces to improve equitable access to play equipment.	-Number of Parks' surfaces repaired.

Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1: Satisfy community gardener needs by working in conjunction to provide material resources	-Amount of mulch, stone dust, and irrigation resources provided to the community gardeners	Complete
Goal 2: Maintain parks equipment through replacement, upgrades, and painting of equipment	-Replace several damaged slides, paint benches, and replace lumber and pressure treated boards	Complete
Goal 3: Work with Public Space and Urban Forestry (PSUF) to establish proper maintenance practices and techniques in newly renovated parks	-Establish a preventative maintenance program suitable for plantings and beds in new parks	In Progress
Goal 4: Increase efficiency within parks maintenance crews	-Research whether specifying work zones and specific tasks for workers will maximize production and reduce travel time for crews	In Progress

Budget Detail

Personal Services Changes

Personal Services are projected up 17% for FY23.

- This is primarily due to the transition of the City's Tree Crew to this division.

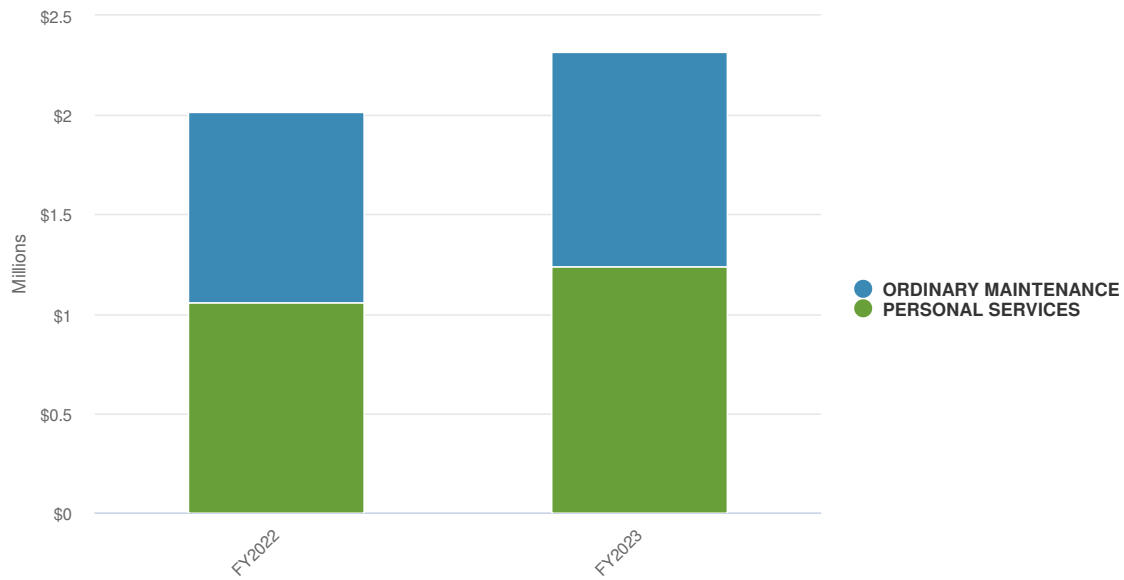
Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to increase 12% for FY23.

- We are increasing the Care of Trees Line Item by 46% from \$230,000 to \$335,420 to address the acute need for tree maintenance to mitigate existing risks and to improve the long-term health of Somerville's urban forest. This will shift tree maintenance in Somerville from a reactive approach (dealing with problems as they arise) to a proactive approach of routine preventative maintenance.
- We are adding a Uniforms Line Item for \$10,000, as this was not included in the FY22.



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$185,386	\$119,556	\$209,550	\$24,164
WAGES - HOURLY PERMANENT	\$808,389	\$641,864	\$974,550	\$166,161
OVERTIME - LABOR	\$0	\$69,101		\$0
LONGEVITY	\$11,850	\$11,375	\$10,925	-\$925
OUT OF GRADE-LABOR	\$0	\$1,651		\$0
OTHER DIFFERENTIALS	\$38,163	\$30,489	\$38,178	\$15
HOLIDAYS NON-UNION	\$1,471	\$816	\$383	-\$1,088
HOLIDAYS - S.M.E.A.	\$7,625	\$6,146	\$1,876	-\$5,749
UNIFORM ALLOWANCE	\$6,300	\$0	\$6,300	\$0
Total PERSONAL SERVICES:	\$1,059,184	\$880,999	\$1,241,762	\$182,578
ORDINARY MAINTENANCE				
R&M - REC FACIL/PARKS/PLAYGRND	\$500,000	\$95,062	\$500,000	\$0
REPAIRS TO PARK LIGHTING	\$20,000	\$0	\$20,000	\$0
CARE OF TREES	\$230,000	\$13,250	\$335,420	\$105,420
GROUNDKEEPING SUPPLIES	\$50,000	\$22,432	\$50,000	\$0
LOAM,SOD,FERTILIZER	\$20,000	\$5,267	\$20,000	\$0
FOOD SUPPLIES & REFRESHMT	\$5,000	\$203	\$5,000	\$0
UNIFORMS		\$0	\$10,000	\$10,000
FLOWERS & FLAGS	\$75,000	\$18,603	\$75,000	\$0
CHRISTMAS LIGHTING	\$60,000	\$50,514	\$60,000	\$0
Total ORDINARY MAINTENANCE:	\$960,000	\$205,332	\$1,075,420	\$115,420
Total Expense Objects:	\$2,019,184	\$1,086,331	\$2,317,182	\$297,998



Personnel Listing

Position Name	Start Date	Allocation		FY23 Base		FY23 Total	
		FTE	%	Salary	Compensation	Grade	
Superintendent of Grounds	2022-07-01	1	100%	\$113,052	\$113,265	NU5	
Foreman - SMEA A	2022-07-01	1	100%	\$92,617	\$98,669	10	
Tree Warden	2022-07-01	1	100%	\$88,668	\$88,838	NU8	
Foreman - SMEA B	2022-07-01	1	100%	\$66,476	\$71,401	DPWFM	
Working Foreman/SHMEO	2022-07-01	1	100%	\$62,685	\$66,408	WKFM3	
Working Foreman/SHMEO	2022-07-01	1	100%	\$57,699	\$62,071	WKFM1	
Working Foreman/SHMEO/Tree Climber	2022-08-01	1	100%	\$58,381	\$61,170	WKFM3	
SHMEO	2022-07-01	1	100%	\$53,342	\$56,438	LAB5	
SHMEO/PWL	2022-07-01	1	100%	\$52,814	\$55,789	LAB5	
HMEO	2022-07-01	1	100%	\$51,576	\$55,551	LAB8	
SHMEO/Tree Climber/PWL	2022-08-01	1	100%	\$51,915	\$54,420	LAB4	
SHMEO/Tree Climber/PWL	2022-08-01	1	100%	\$51,915	\$54,420	LAB4	
Mechanic Equipment Repairman	2022-07-01	1	100%	\$51,065	\$53,970	LAB8	
Public Works Maintenance	2022-07-01	1	100%	\$50,778	\$53,672	LAB10	
SHMEO/PWL	2022-07-01	1	100%	\$50,250	\$52,623	LAB5	
Laborer	2022-07-01	1	100%	\$48,943	\$52,112	LAB11	
HMEO/PWL	2022-07-01	1	100%	\$48,106	\$50,392	LAB8	
Public Grounds Gardener	2022-07-01	1	100%	\$47,362	\$49,618	LAB10	
HMEO/PWL	2022-08-01	1	100%	\$43,228	\$45,468	LAB8	
HMEO/PWL	2022-08-01	1	100%	\$43,228	\$45,468	LAB8	



School Custodians

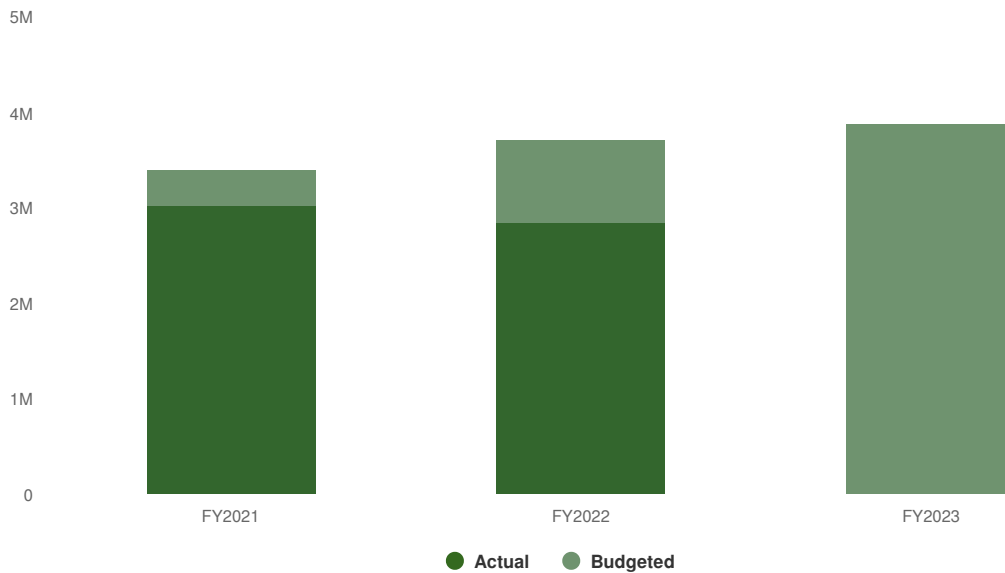
The Custodial Division strives to provide a clean, safe, and productive learning environment for all students, teachers, and staff at Somerville Schools.

Expenditures Summary

The Custodial Division remains at level service for FY23. We anticipate a 3% increase with the renewal of the custodial contract.

\$3,885,332 **\$169,597**
(4.56% vs. prior year)

School Custodians Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Expand on Standard Operating Procedures by developing publishing a set of cleanliness standards for School facilities	-Publish a set of cleanliness standards for school facilities
Goal 2: Provide operational support for the expansion of the school composting and recycling programs	-Number of schools participating in school composting and recycling programs
Goal 3: Provide environmental hazard awareness training.	-Number of employees trained.



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1: Expand on Standard Operating Procedures by developing publishing a set of cleanliness standards for School facilities	-Develop a set of cleanliness standards for school facilities	Complete
Goal 2: Provide operational support for the expansion of the school composting and recycling programs	-Number of schools participating in school composting and recycling programs	On Hold

Budget Detail

Personal Services Changes

Personal Services are projected up 5% for FY23.

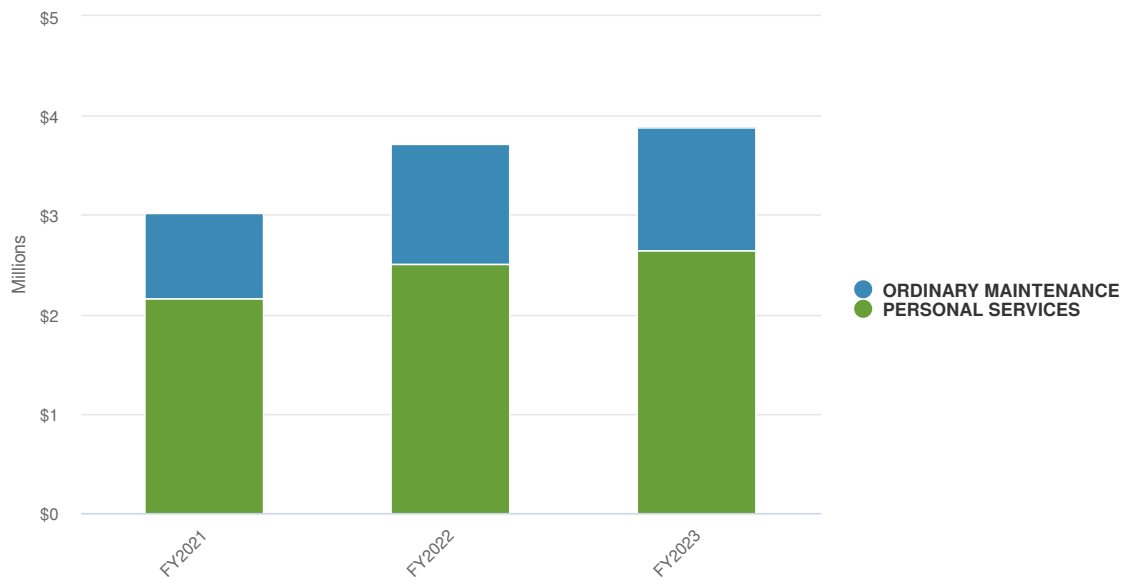
- A Jr Custodian has been added for FY23 to maintain the Edgerly School.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to increase by 3% for FY23.

- We anticipate that the Professional and Technical Services line item will increase from \$1,210,000 to \$1,246,300 or 3%.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$2,286,100	\$1,830,241	\$2,410,544	\$124,444
OVERTIME	\$120,284	\$91,571	\$120,284	\$0
LONGEVITY	\$23,350	\$12,675	\$23,900	\$550
OUT OF GRADE	\$4,510	\$1,870	\$4,510	\$0
OTHER DIFFERENTIALS	\$7,336	\$7,872	\$10,038	\$2,702
HOLIDAYS	\$17,555	\$15,469	\$17,555	\$0
HOLIDAYS - S.M.E.A.	\$0	\$1,544	\$4,351	\$4,351



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
PERFECT ATTENDANCE	\$0	\$2,000	\$0	\$0
UNIFORM ALLOWANCE	\$350	\$700	\$350	\$0
OTHER LUMP SUM PAYMENTS	\$46,250	\$41,250	\$47,500	\$1,250
Total PERSONAL SERVICES:	\$2,505,735	\$2,005,192	\$2,639,032	\$133,297
ORDINARY MAINTENANCE				
PROFESSIONAL & TECHNICAL SVC	\$1,210,000	\$846,080	\$1,246,300	\$36,300
Total ORDINARY MAINTENANCE:	\$1,210,000	\$846,080	\$1,246,300	\$36,300
Total Expense Objects:	\$3,715,735	\$2,851,272	\$3,885,332	\$169,597



Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Facilities Supervisor	2022-07-01	1	100%	\$121,932	\$128,738	R
Asst Super of Night Custodians	2022-07-01	1	100%	\$71,424	\$75,922	E
Day Supervisor of Custodians	2022-07-01	1	100%	\$68,640	\$73,102	E
Sr Custodian 2 + 10%	2022-07-01	1	100%	\$66,290	\$69,056	SC02
Sr Custodian 2 + 10%	2022-07-01	1	100%	\$66,290	\$68,906	SC02
Sr Custodian 2 + 10%	2022-07-01	1	100%	\$66,290	\$68,156	SC02
Sr Custodian 2 + 10%	2022-07-01	1	100%	\$65,630	\$67,595	SC02
Sr Custodian 2 + 10%	2022-07-01	1	100%	\$62,449	\$64,308	SC02
Jr Building Custodian + 10%	2022-07-01	1	100%	\$59,162	\$61,841	JC01
Jr Building Custodian + 10%	2022-07-01	1	100%	\$59,162	\$61,366	JC01
Jr Building Custodian + 10%	2022-07-01	1	100%	\$59,162	\$61,366	JC01
Jr Building Custodian + 10%	2022-07-01	1	100%	\$59,162	\$61,366	JC01
Sr Custodian 1 + 10%	2022-07-01	1	100%	\$59,426	\$61,280	SC01
Jr Building Custodian + 10%	2022-07-01	1	100%	\$59,162	\$61,016	JC01
Jr Building Custodian + 10%	2022-07-01	1	100%	\$59,162	\$60,516	JC01
Jr Building Custodian + 10%	2022-07-01	1	100%	\$58,568	\$60,420	JC01
Jr Building Custodian + 10%	2022-07-01	1	100%	\$58,568	\$60,420	JC01
Jr Building Custodian + 10%	2022-07-01	1	100%	\$58,568	\$60,420	JC01
Jr Building Custodian + 10%	2022-07-01	1	100%	\$57,988	\$59,839	JC01
Jr Building Custodian + 10%	2022-07-01	1	100%	\$57,988	\$59,839	JC01
Jr Building Custodian + 10%	2022-07-01	1	100%	\$56,852	\$58,202	JC01
Jr Building Custodian + 10%	2022-07-01	1	100%	\$55,730	\$57,078	JC01
Jr Building Custodian + 10%	2022-07-01	1	100%	\$55,730	\$57,078	JC01
Jr Building Custodian + 10%	2022-07-01	1	100%	\$55,730	\$57,078	JC01
Jr Building Custodian + 10%	2022-07-01	1	100%	\$55,730	\$57,078	JC01
Jr Building Custodian	2022-07-01	1	100%	\$53,784	\$56,538	JC01
Jr Building Custodian + 10%	2022-07-01	1	100%	\$55,176	\$56,523	JC01
Jr Building Custodian + 10%	2022-07-01	1	100%	\$55,176	\$56,523	JC01
Jr Building Custodian	2022-07-01	1	100%	\$53,784	\$56,388	JC01
Jr Building Custodian	2022-07-01	1	100%	\$53,784	\$56,388	JC01
Jr Building Custodian	2022-07-01	1	100%	\$53,244	\$55,996	JC01
Jr Building Custodian + 10%	2022-07-01	1	100%	\$54,635	\$55,972	JC01
Jr Building Custodian + 10%	2022-07-01	1	100%	\$54,635	\$55,972	JC01
Jr Building Custodian	2022-07-01	1	100%	\$53,784	\$55,738	JC01
Jr Building Custodian	2022-07-01	1	100%	\$53,784	\$55,638	JC01
Jr Building Custodian	2022-07-01	1	100%	\$52,716	\$54,567	JC01
Jr Building Custodian	2022-07-01	1	100%	\$52,716	\$54,567	JC01
Jr Building Custodian	2022-07-01	1	100%	\$52,716	\$54,067	JC01
Jr Building Custodian	2022-07-01	1	100%	\$50,160	\$51,507	JC01
Jr Building Custodian	2022-08-01	1	100%	\$45,078	\$46,415	JC01
Jr Building Custodian + 10% (New)	2022-10-01	1	100%	\$40,570	\$41,891	JC01



Solid Waste

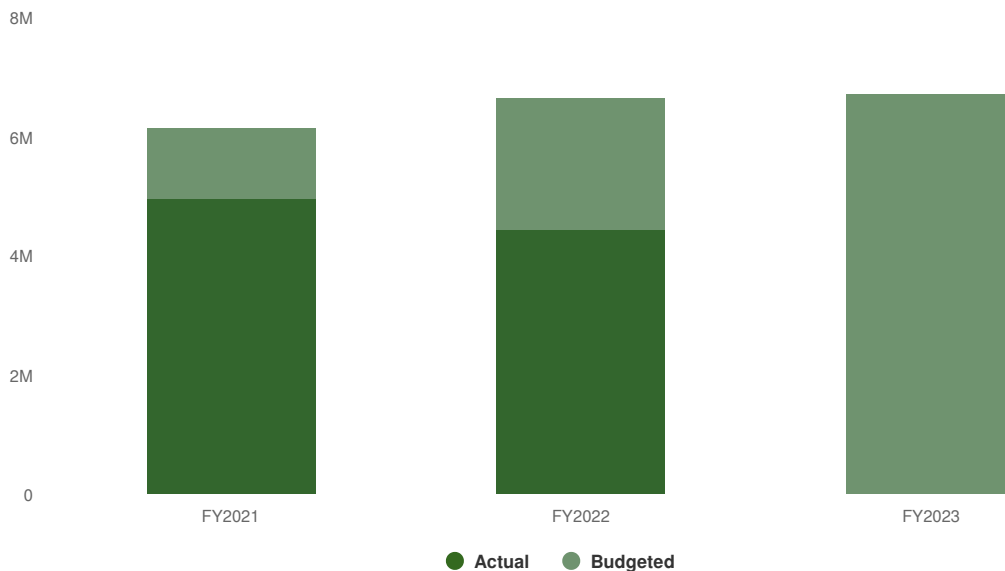
The Sanitation Division plays an important role in maintaining a clean, healthy city through weekly curbside pickup of solid waste and recycling from residential areas, public buildings, and schools. This service is provided on a contract basis. Solid Waste also collects bulky waste such as white good items from residents who schedule collection and pay a service fee for each item removed. As part of this program, chlorofluorocarbons (CFCs) from certain appliances are removed, and metals and electronics are recycled. These programs support the City's rodent control, cleanliness, and environmental management efforts.

Expenditures Summary

The Sanitation budget remains at level service for FY23. We anticipate a 1.19% increase in the budget for the full restoration of the hazardous waste and recycling budget, which was split between the Admin Org and Sanitation in years past.

\$6,711,800 **\$78,625**
(1.19% vs. prior year)

Solid Waste Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Decrease turnaround time to deliver new and replacement residential trash and recycling carts to 10 business days	-Service request time to close for trash and recycling cart-related requests
Goal 2: Revise trash and recycling cart policy to be more equitable and make it easier for residents to obtain new and replacement carts	-Publish an updated policy
Goal 3: Work with the School Department and OSEE to provide composting and recycling of food services at all schools	-Number of schools using the composting and recycling food service



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1: Decrease turnaround time to deliver new and replacement residential trash and recycling carts to 10 business days	-Service request time to close for trash and recycling cart-related requests	Complete
Goal 2: Revise trash and recycling cart policy to be more equitable and make it easier for residents to obtain new and replacement carts	-Publish an updated policy	In Progress
Goal 3: Work with the School Department and OSE to provide composting and recycling of food services at all schools	-Number of schools using the composting and recycling food service	On Hold

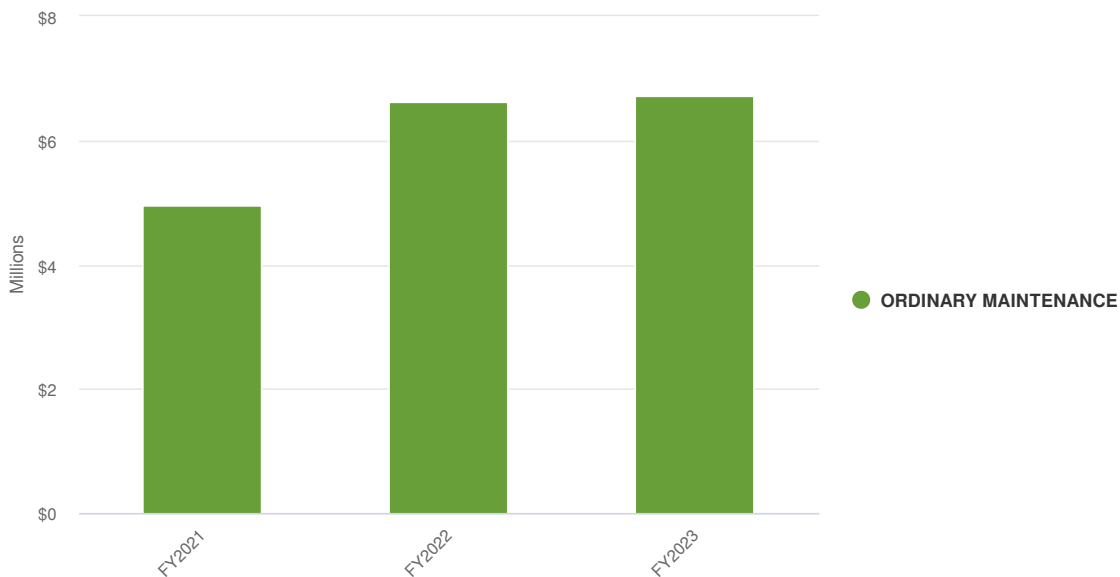
Budget Detail

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to increase by 1% for FY23.

- We are increasing Hazardous Waste Removal from \$61,375 to \$140,000 in order to fully restore the hazardous waste line item. This was split between the Administrative and Sanitation Divisions, and not fully funded in FY23.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
ORDINARY MAINTENANCE				
RUBBISH REMOVAL	\$1,417,800	\$897,997	\$1,417,800	\$0
RECYCLING	\$1,100,000	\$291,976	\$1,100,000	\$0
HAZARDOUS WASTE REMOVAL	\$61,375	\$79,737	\$140,000	\$78,625
COMPOSTING	\$110,000	\$0	\$110,000	\$0
PROFESSIONAL & TECHNICAL SVC	\$3,750,000	\$3,059,191	\$3,750,000	\$0
POSTAGE	\$2,000	\$0	\$2,000	\$0



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
PRINTING & STATIONERY	\$3,000	\$0	\$3,000	\$0
RECYCLING CARTS	\$100,000	\$87,266	\$100,000	\$0
BENCHES & BARRELS	\$88,000	\$0	\$88,000	\$0
PHOTOGRAPHIC SUPPLIES	\$1,000	\$0	\$1,000	\$0
Total ORDINARY MAINTENANCE:	\$6,633,175	\$4,416,167	\$6,711,800	\$78,625
Total Expense Objects:	\$6,633,175	\$4,416,167	\$6,711,800	\$78,625



Highway

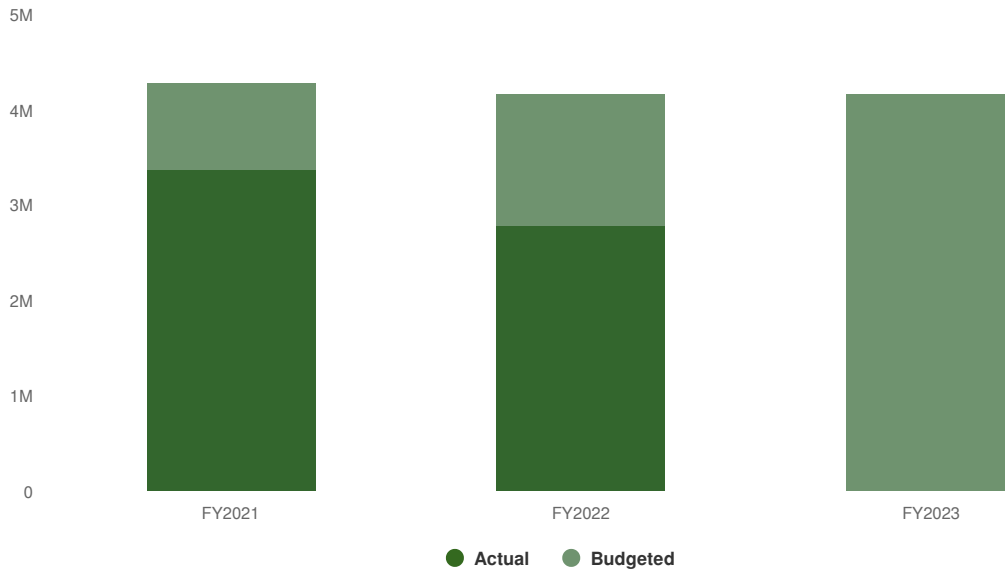
The Highway Department (Division) is dedicated to serving the City's residents through its wide range of operations, including sidewalk repairs, pothole repairs, snow operations, electronic waste pick-ups, and many other daily services. The Highway Department also keeps our squares and streets clean and free of trash. Twenty-four hours a day, seven days a week, are available to address immediate safety concerns.

Expenditures Summary

The Highway budget remains at level service for FY23. We anticipate a 2.78% increase in the budget for the inclusion pothole repairs this year and increased costs for supplies.

\$4,160,856 **-\$1,112**
(-0.03% vs. prior year)

Highway Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Respond to all 311 sidewalk repairs, proactively survey and repair all unsafe or damaged sidewalk panels in Somerville's major business districts and commercial corridors	-Number of sidewalk-related 311 calls closed within SLA
Goal 2: Provide cross-training to Highway Department crew to allow operation of all Highway vehicles and equipment	-Number of trainings held
Goal 3: Train in-house crew on the installation of Flexi-Pave around tree. This will help maintain ADA compliance on maybe streets and parks	-Number of employees trained to install flexi-pave and percent of flexi-pave needs met by in-house crew
Goal 4: Establish and promote sidewalk closure policy	



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1: Respond to all 311 sidewalk repairs, proactively survey and repair all unsafe or damaged sidewalk panels in Somerville's major business districts and commercial corridors	-Number of sidewalk-related 311 calls closed within SLA	In Progress
Goal 2: Provide cross-training to Highway Department crew to allow operation of all Highway vehicles and equipment	-Number of trainings held	Complete
Goal 3: Train in-house crew on the installation of Flexi-Pave around tree. This will help maintain ADA compliance on maybe streets and parks	-Number of employees trained to install flexi-pave and percent of flexi-pave needs met by in-house crew	On Hold

Budget Detail

Personal Services Changes

Personal Services are projected down 1% for FY23.

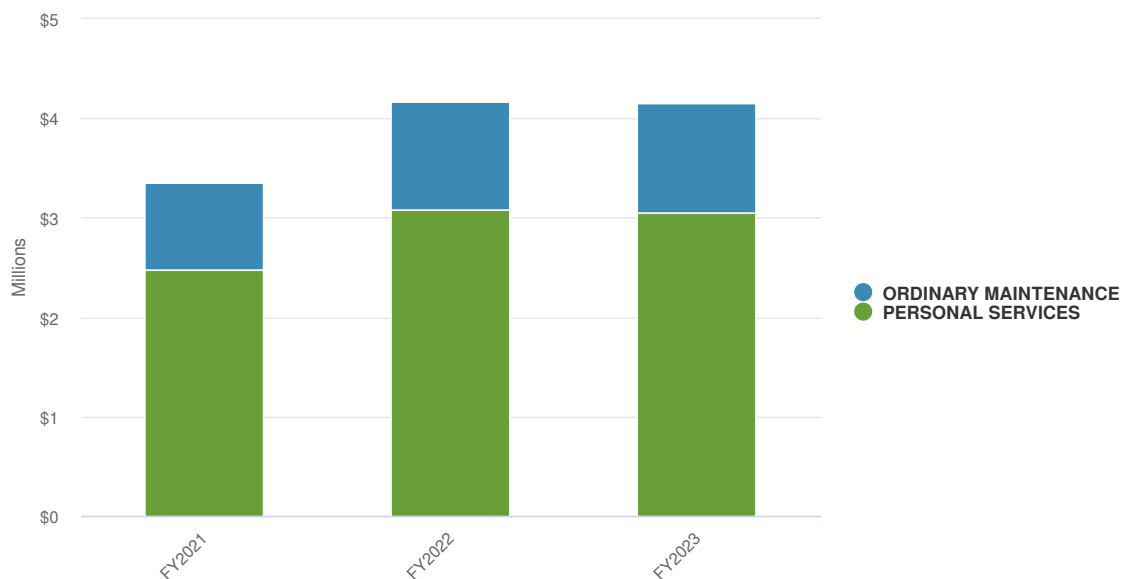
- The Tree Maintenance Crew has been shifted to the Grounds division
- The FY23 budget proposes the following new positions:
 - A Fleet Manager to coordinate the purchasing and maintenance of the City's fleet,
 - A Mobility Infrastructure Maintenance Crew of one SHMEO and two HMEOs. These positions will focus on the maintenance of the City's growing mobility infrastructure, including community paths, quick-build infrastructure, neighborways, and permanent separated bicycle facilities.
 - ***\$64,132 has been erroneously been entered into Salaries line item instead of Wages*** FINAL Budget will be adjusted

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to increase by 3% for FY23.

- We will increase R&M Paving by 33% or \$30,000 from \$90,000 in FY 22 to \$120,000 in FY 23. This increase is due to a new issuance of our pothole contract. Looking to increase work on street paving and repairs in FY23
- We will increase Rubbish Removal by 14% or \$20,000 from \$140,000 in FY 22 to \$160,000 in FY 23. This increase is due to more debris and rubbish removal in the city as a result of the newly awarded contract .
- We will decrease Ready Mix Concrete by 11% or \$20,000 from \$175,000 in FY 22 to \$155,000 in FY 23. We are reducing this line item by 11% due to not spending more than \$155k in the last 5 years (with the exception of 2019 at \$157k).

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$174,304	\$73,112	\$244,250	\$69,946
WAGES - HOURLY PERMANENT	\$2,210,646	\$1,539,653	\$2,096,615	-\$114,031
OVERTIME - LABOR	\$522,000	\$354,887	\$522,000	\$0
SHIFT DIFFERENTIALS	\$0	\$88		\$0
LONGEVITY	\$0	\$11,798	\$24,250	\$24,250
LONGEVITY-LABOR	\$34,000	\$10,850	\$34,000	\$0
OUT OF GRADE-LABOR	\$32,365	\$52,153	\$32,365	\$0
OTHER DIFFERENTIALS	\$79,663	\$63,343	\$79,530	-\$133
HOLIDAYS NON-UNION	\$833	\$408	\$350	-\$483
HOLIDAYS - S.M.E.A.	\$15,557	\$13,739	\$3,846	-\$11,711
PERFECT ATTENDANCE	\$0	\$1,400	\$0	\$0
UNIFORM ALLOWANCE	\$11,900	\$9,450	\$12,950	\$1,050
OTHER LUMP SUM PAYMENTS	\$0	\$1,000	\$0	\$0
Total PERSONAL SERVICES:	\$3,081,268	\$2,131,881	\$3,050,156	-\$31,112
ORDINARY MAINTENANCE				
R&M - TOOLS & EQUIPMENT	\$5,000	\$0	\$5,000	\$0
R&M - PAVING	\$90,000	\$106,337	\$120,000	\$30,000
R&M - FENCE	\$15,000	\$1,029	\$15,000	\$0
RENTALS EQUIPMENT	\$15,000	\$0	\$15,000	\$0
RENTALS - VEHICLE	\$40,000	\$36,919	\$40,000	\$0
RUBBISH REMOVAL	\$140,000	\$162,478	\$160,000	\$20,000
CARE OF TREES	\$0	\$1,250	\$0	\$0
PROFESSIONAL & TECHNICAL SVC	\$450,000	\$286,864	\$450,000	\$0
EMPLOYEE TRAINING COURSES	\$5,000	\$1,145	\$5,000	\$0
ADVERTISING	\$1,000	\$0	\$1,000	\$0
OFFICE SUPPLIES	\$1,000	\$0	\$1,000	\$0
PRINTING & STATIONERY	\$5,000	\$2,392	\$5,000	\$0
OTH EQUIPMENT NOT CAPITALIZE	\$10,000	-\$1	\$10,000	\$0
TOOLS	\$9,500	\$0	\$9,500	\$0
PAINT	\$5,000	\$0	\$5,000	\$0
HARDWARE & SMALL TOOLS	\$10,000	\$0	\$10,000	\$0
MOTOR PARTS & ACCESSORIES	\$0	\$486		\$0
PUBLIC WORKS SUPPLIES	\$1,200	\$0	\$1,200	\$0
BITUMINOUS SUPPLIES	\$75,000	\$27,287	\$75,000	\$0
READY MIX CONCRETE	\$175,000	\$25,931	\$155,000	-\$20,000
LUMBER & WOOD PRODUCTS	\$5,000	\$0	\$5,000	\$0
MASONRY SUPPLIES	\$5,000	\$0	\$5,000	\$0
UNIFORMS	\$15,000	\$0	\$15,000	\$0
IN STATE TRAVEL	\$3,000	\$390	\$3,000	\$0
Total ORDINARY MAINTENANCE:	\$1,080,700	\$652,506	\$1,110,700	\$30,000



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Total Expense Objects:	\$4,161,968	\$2,784,387	\$4,160,856	-\$1,112

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23	FY23 Total	Grade
				Base Salary		
Superintendent of Highway	2022-07-01	1	100%	\$110,844	\$111,061	NU5
Motor Equipment Repairman Foreman	2022-07-01	1	100%	\$92,617	\$98,394	10
Working Foreman / Waste Collection Inspector	2022-07-01	1	100%	\$81,879	\$87,274	WKFM4
Highway Yard Foreman	2022-08-01	1	100%	\$82,974	\$86,951	11
Waste Collection Inspector	2022-07-01	1	100%	\$79,065	\$84,106	INSP1
Working Foreman / Motor Equipment Repairman	2022-07-01	1	100%	\$74,435	\$78,380	WKFM4
Waste Collection Inspector	2022-08-01	1	100%	\$66,930	\$71,964	INSP1
Working Foreman/SHMEO/Cement Finisher/PWL	2022-07-01	1	100%	\$65,295	\$69,868	WKFM3
Fleet Manager (New)	2022-10-01	1	100%	\$69,273	\$69,406	NU7
Working Foreman/SHMEO/Curbsetter/PWL	2022-07-01	1	100%	\$64,060	\$68,548	WKFM3
Working Foreman/SHMEO/PWL	2022-07-01	1	100%	\$62,685	\$67,183	WKFM3
Motor Equipment Repairman	2022-07-01	1	100%	\$60,958	\$65,310	LAB1A
Motor Equipment Repairman	2022-07-01	1	100%	\$60,958	\$64,960	LAB1A
Motor Equipment Repairman	2022-07-01	1	100%	\$60,958	\$64,260	LAB1A
Motor Equipment Repairman	2022-07-01	1	100%	\$60,958	\$64,010	LAB1A
Motor Equipment Repairman	2022-07-01	1	100%	\$59,757	\$62,478	LAB1A
DPW Foreman	2022-08-01	1	100%	\$59,261	\$62,286	DPWFM
SHMEO/Cement Finisher/PWL	2022-07-01	1	100%	\$58,026	\$61,207	LAB4
SHMEO/Cement Finisher/PWL	2022-07-01	1	100%	\$58,026	\$61,207	LAB4
SHMEO/Cement Finisher/PWL	2022-07-01	1	100%	\$58,026	\$61,107	LAB4
SHMEO/Curbsetter/PWL	2022-07-01	1	100%	\$58,026	\$61,107	LAB4
SHMEO/Cement Finisher/PWL	2022-07-01	1	100%	\$58,026	\$60,607	LAB4
SHMEO/Curbsetter/PWL	2022-07-01	1	100%	\$57,478	\$60,536	LAB4
SHMEO/Cement Finisher/PWL	2022-07-01	1	100%	\$56,935	\$59,971	LAB4
SHMEO/Curbsetter/PWL	2022-07-01	1	100%	\$56,935	\$59,515	LAB4
SHMEO/Curbsetter/PWL	2022-07-01	1	100%	\$56,935	\$59,493	LAB4
SHMEO/PWL +10%	2022-07-01	1	100%	\$55,828	\$58,172	LAB5
SHMEO/PWL +10%	2022-07-01	1	100%	\$55,275	\$57,620	LAB5
SHMEO/PWL +10%	2022-08-01	1	100%	\$50,669	\$53,513	LAB5
HMEO/PWL	2022-07-01	1	100%	\$51,576	\$52,776	LAB8
Watchman	2022-07-01	1	100%	\$48,458	\$51,258	LAB11
Temp Laborer	2022-07-01	1	100%	\$48,943	\$50,143	LAB11
Working Foreman/SHMEO/PWL (New)	2022-10-01	1	100%	\$45,631	\$50,025	WKFM3
SHMEO/PWL	2022-08-01	1	100%	\$45,607	\$47,999	LAB5
SHMEO/PWL	2022-08-01	1	100%	\$45,607	\$47,979	LAB5
SHMEO/PWL	2022-08-01	1	100%	\$45,607	\$47,979	LAB5
SHMEO/PWL	2022-08-01	1	100%	\$45,607	\$47,951	LAB5
HMEO/PWL (New)	2022-10-01	1	100%	\$35,368	\$37,593	LAB8
HMEO/PWL (New)	2022-10-01	1	100%	\$35,368	\$37,593	LAB8



Lights & Lines - Electrical

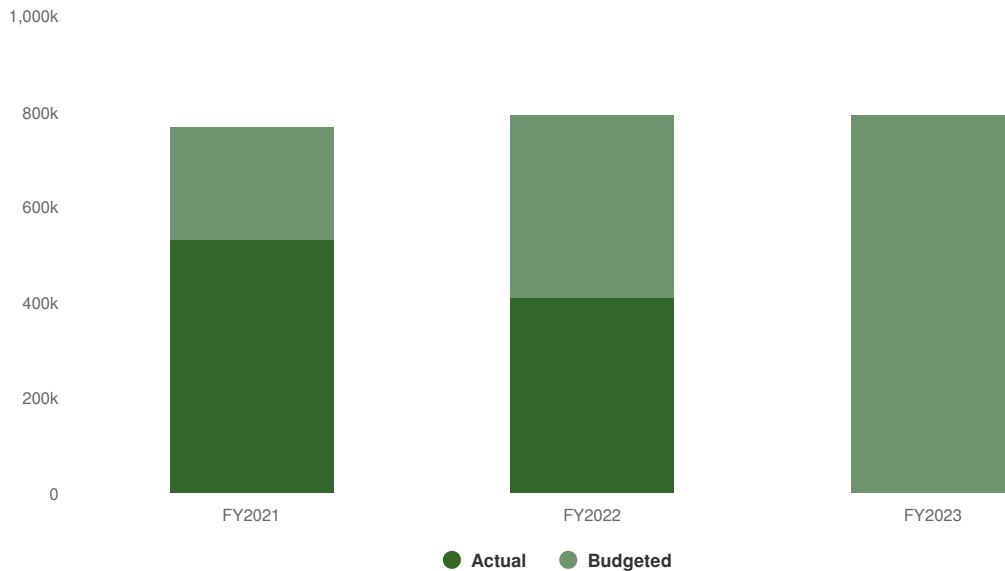
To ensure electrical systems under the City's purview, including fire alarm pull boxes, traffic signals, street lighting, publicly displayed information systems (i.e. blue lights, traffic speed message boards, etc.), and the City's radio system, are well maintained, safe, and comply with all relevant regulations. The Division also strives to respond to requests and concerns from residents, including wire concerns and Dig Safe compliance requests, in a timely, courteous, and safe manner. Police, Fire and 311 receive special emphasis for traffic controls that malfunction.

Expenditures Summary

We have kept the Lights and Lines budget level funded. There is no change in service levels, as this augments the Highway Budget.

\$792,651 **-\$577**
(-0.07% vs. prior year)

Lights & Lines - Electrical Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Repair and replace inferior quality pedestrian buttons, countdown timers and emergency call boxes	-Number of buttons, countdown timers, and emergency call boxes repaired or replaced
Goal 2: Continue to transition to citywide wireless, solar-powered emergency call boxes	-Number of new citywide, solar-powered emergency call boxes installed
Goal 3: Upgrade the City's blue light emergency notification system	-Completion of the upgrade
Goal 4: Continue to deploy solar street lights	-Number of streetlights installed



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1: Repair and replace inferior quality pedestrian buttons, countdown timers and emergency call boxes	-Number of buttons, countdown timers, and emergency call boxes repaired or replaced	In Progress
Goal 2: Continue to transition to citywide wireless, solar-powered emergency call boxes	-Number of new citywide, solar-powered emergency call boxes installed	In Progress
Goal 3: Upgrade the City's blue light emergency notification system	-Completion of the upgrade	In Progress

Budget Detail

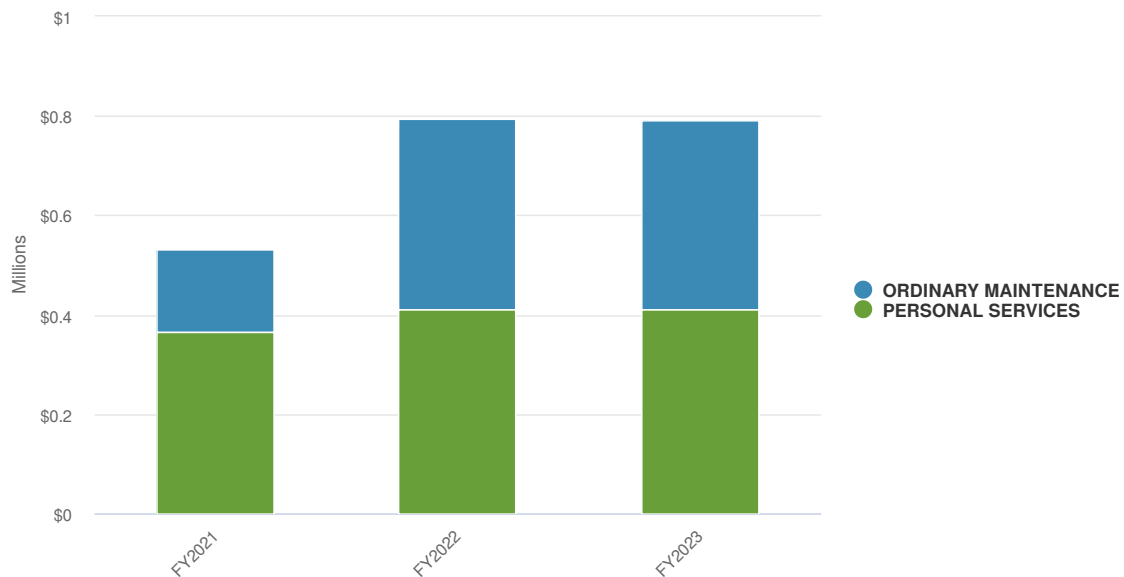
Personal Services Changes

Personal Services are projected unchanged for FY23.

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected unchanged for FY23.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$5,220	\$0	\$5,220	\$0
WAGES - HOURLY PERMANENT	\$268,834	\$186,640	\$265,904	-\$2,930
OVERTIME - LABOR	\$110,000	\$109,863	\$110,000	\$0
LONGEVITY	\$0	\$2,100	\$3,950	\$3,950
LONGEVITY-LABOR	\$3,950	\$1,975	\$3,950	\$0
OUT OF GRADE-LABOR	\$8,800	\$10,852	\$8,800	\$0
OTHER DIFFERENTIALS	\$10,462	\$8,255	\$10,404	-\$58
HOLIDAYS - S.M.E.A.	\$2,062	\$1,619	\$523	-\$1,539



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
PERFECT ATTENDANCE	\$0	\$500	\$0	\$0
UNIFORM ALLOWANCE	\$1,400	\$1,050	\$1,400	\$0
Total PERSONAL SERVICES:	\$410,728	\$322,854	\$410,151	-\$577
ORDINARY MAINTENANCE				
R&M - TRAFFIC CONTROL	\$60,000	\$17,777	\$90,000	\$30,000
R&M - COMMUN. EQUIP.	\$20,000	\$18,693	\$20,000	\$0
R&M - FIRE ALARM	\$40,000	\$3,488	\$40,000	\$0
R&M - LIGHTING	\$60,000	\$0	\$60,000	\$0
PROFESSIONAL & TECHNICAL SVC	\$175,000	\$35,156	\$145,000	-\$30,000
BOOKS & BOOKBINDING	\$1,000	\$0	\$1,000	\$0
ELECTRICAL SUPPLIES	\$15,000	\$10,380	\$15,000	\$0
PAINT	\$1,500	\$0	\$1,500	\$0
HARDWARE & SMALL TOOLS	\$10,000	\$60	\$10,000	\$0
Total ORDINARY MAINTENANCE:	\$382,500	\$85,554	\$382,500	\$0
Total Expense Objects:	\$793,228	\$408,408	\$792,651	-\$577

Position Listing

Position Name	Start Date	Allocation		FY23 Base Salary	FY23 Total Compensation	Grade
		FTE	%			
PV Foreman	2022-07-01	1	100%	\$92,617	\$98,944	10
Working Foreman Electrician	2022-07-01	1	100%	\$65,295	\$69,018	WKFM3
Electrician	2022-08-01	1	100%	\$57,795	\$60,591	LAB3
Signal Maintainer	2022-07-01	1	100%	\$55,416	\$58,847	ELEC2



Fleet Management

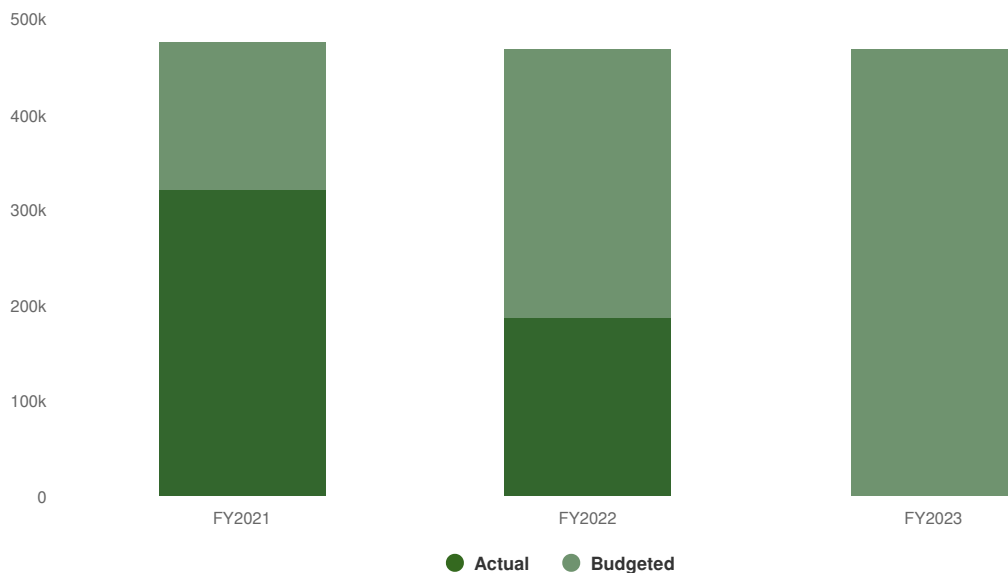
The Fleet Division is responsible for service and maintenance of all city-owned vehicles, which supports city-wide functions for public works, emergency response, fire & safety, including snow removal equipment, including the responsibility for the maintenance and service of the fuel management system.

Expenditures Summary

We have kept the Fleet Budget level funded. There is no change in service levels, as this augments the Highway Budget.

\$468,000 **\$0**
(0.00% vs. prior year)

Fleet Management Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Increase mobility for all sidewalk and road users by Installing speed limiters in all DPW vehicles to help prevent motor vehicle crashes caused by speed	-Number of installations of speed limiters
Goal 2: Implement a web-based fuel management system	-System installed by Sept 1, 2021
Goal 3: Continue to support acquisition of departmental vehicle purchases by providing guidance on the purchase of safe, sustainable vehicles	-Number of hybrid and/or electric vehicles purchased
Goal 4: Replace DPW vehicles with Hybrid and Electric Vehicles	-Number of vehicles replaced.



Update on FY22 Goals

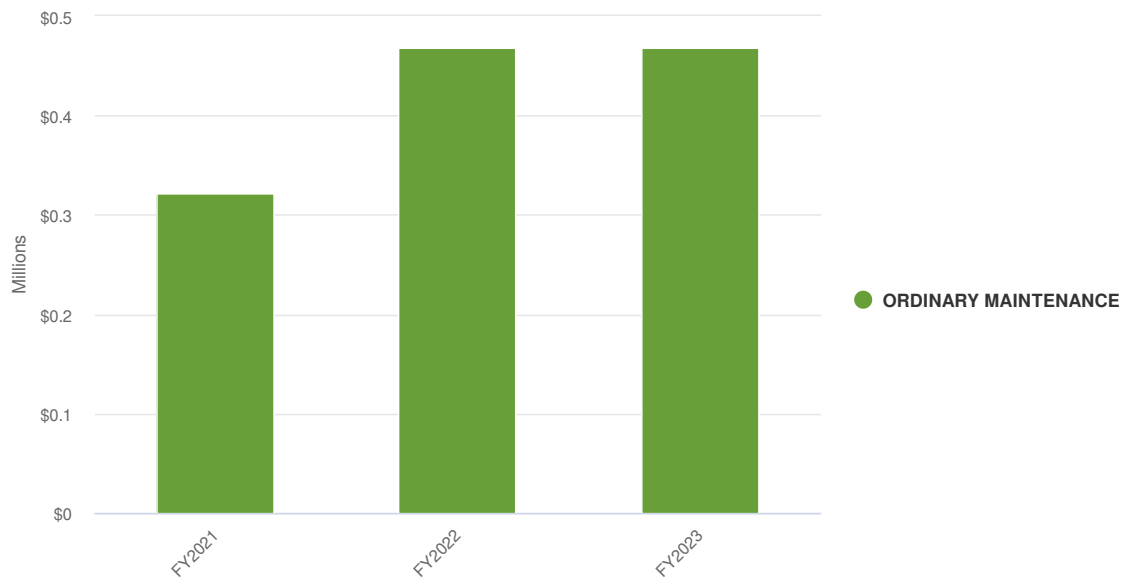
Goal	Measure of Progress	Status
Goal 1: Increase mobility for all sidewalk and road users by installing speed limiters in all DPW vehicles to help prevent motor vehicle crashes caused by speed	-Number of installations of speed limiters	In Progress
Goal 2: Implement a web-based fuel management system	-System installed by Sept 1, 2021	In Progress
Goal 3: Continue to support acquisition of departmental vehicle purchases by providing guidance on the purchase of safe, sustainable vehicles	-Number of hybrid and/or electric vehicles purchased	In Progress

Budget Detail

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to remain unchanged for FY23.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
ORDINARY MAINTENANCE				
R&M - VEHICLES	\$120,000	\$35,044	\$120,000	\$0
R&M - TOOLS & EQUIPMENT	\$3,000	\$0	\$3,000	\$0
PROFESSIONAL & TECHNICAL SVC	\$75,000	\$0	\$75,000	\$0
TOWING	\$10,000	\$0	\$10,000	\$0
SOFTWARE SERVICES	\$15,000	\$8,900	\$15,000	\$0
COMPUTER EQUIPMENT NOT CAPITAL	\$7,000	\$0	\$7,000	\$0
GLASS	\$8,000	\$3,481	\$8,000	\$0
HARDWARE & SMALL TOOLS	\$10,000	\$0	\$10,000	\$0
TIRES AND TUBES	\$20,000	\$13,377	\$20,000	\$0



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
MOTOR PARTS & ACCESSORIES	\$200,000	\$126,354	\$200,000	\$0
Total ORDINARY MAINTENANCE:	\$468,000	\$187,157	\$468,000	\$0
Total Expense Objects:	\$468,000	\$187,157	\$468,000	\$0



Snow Removal

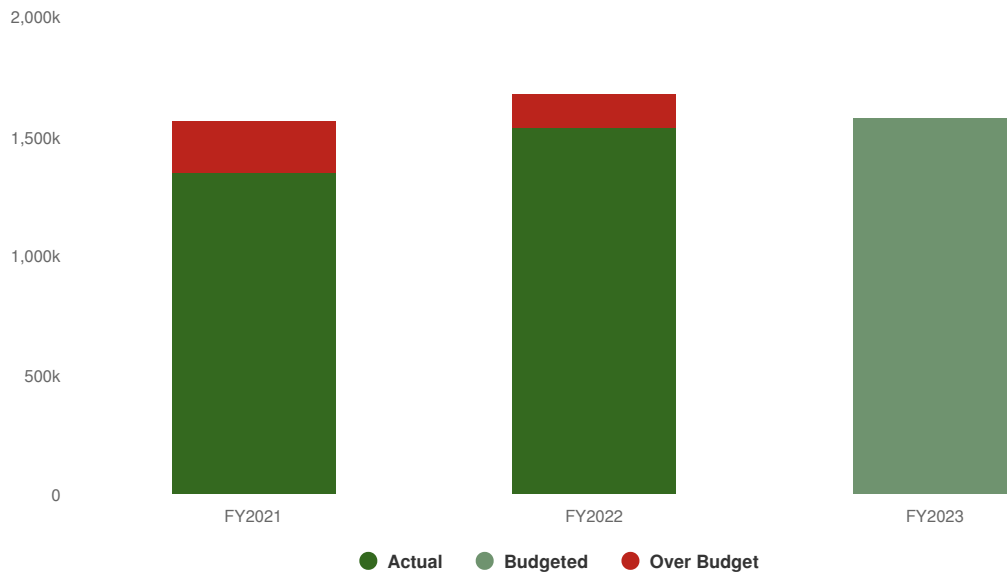
DPW Snow operations ensures that City roadways and walkways are maintained in such a manner as to prevent or reduce accidents and injuries, facilitate the handling of emergencies by first responders, and maintain the mobility of all residents, all while focusing on efficient deployment of resources.

Expenditures Summary

The Snow Removal budget remains at level service for FY 23. We anticipate a 3% increase with the renewal of the various snow removal vendor contracts taking place this July.

\$1,579,338 **\$45,000**
(2.93% vs. prior year)

Snow Removal Proposed and Historical Budget vs. Actual



FY23 Goals & Measures of Progress

Goal	Measure of Progress
Goal 1: Improve mobility for all pedestrians and road users	-Pilot snow clearing of sidewalks, develop a snow clearing dashboard
Goal 2: Develop and implement policies for snow removal and maintenance of new infrastructure, including GLX and other bike facilities	-Policies developed by November 1
Goal 3: Improve administrative procedures for snow-related procurement and contract management	-Number of MCPPO trainings completed by Project Managers who deal with winter-related procurements
Goal 4: Review & update Internal Standard Operating Procedures (SOP)	-Number of snow-related SOP's updated
Goal 5: Develop a sustainable plan and policy for snow disposal	



Update on FY22 Goals

Goal	Measure of Progress	Status
Goal 1: Improve mobility for all pedestrians and road users	-Pilot snow clearing of sidewalks, develop a snow clearing dashboard	In Progress
Goal 2: Develop and implement policies for snow removal and maintenance of new infrastructure, including GLX and other bike facilities	-Policies developed by November 1	In Progress
Goal 3: Improve administrative procedures for snow-related procurement and contract management	-Number of MCPPO trainings completed by Project Managers who deal with winter-related procurements	Complete
Goal 4: Review & update Internal Standard Operating Procedures (SOP)	-Number of snow-related SOP's updated	Complete

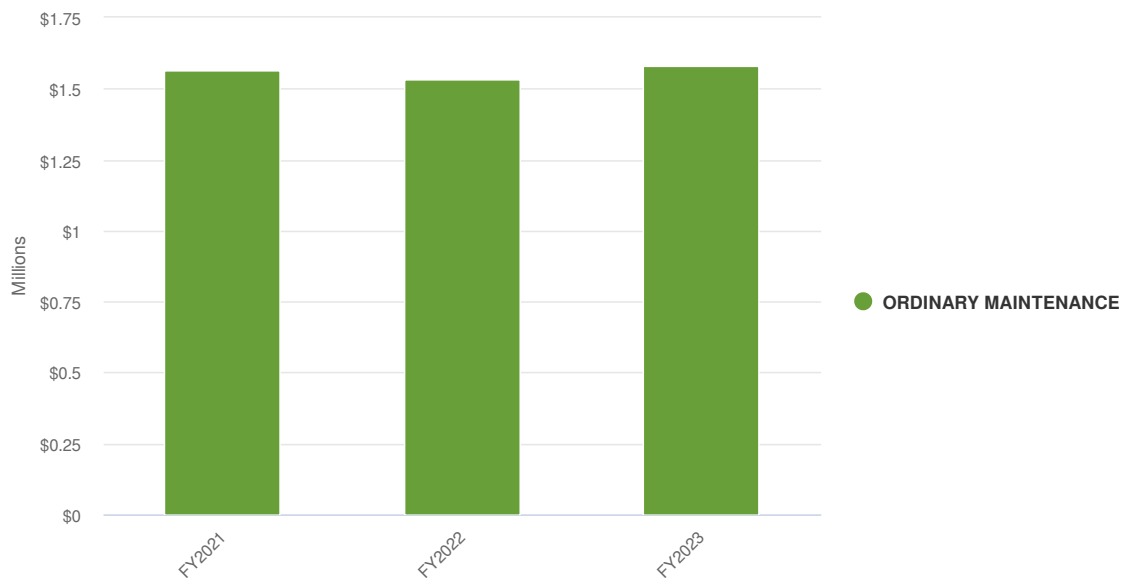
Budget Detail

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to increase by 3%

- Increased by 3% to take into account contract re-negotiations, for snow removal.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
ORDINARY MAINTENANCE				
SNOW REMOVAL	\$1,500,000	\$1,655,587	\$1,545,000	\$45,000
POLICE DETAIL	\$34,338	\$25,572	\$34,338	\$0
Total ORDINARY MAINTENANCE:	\$1,534,338	\$1,681,159	\$1,579,338	\$45,000
Total Expense Objects:	\$1,534,338	\$1,681,159	\$1,579,338	\$45,000



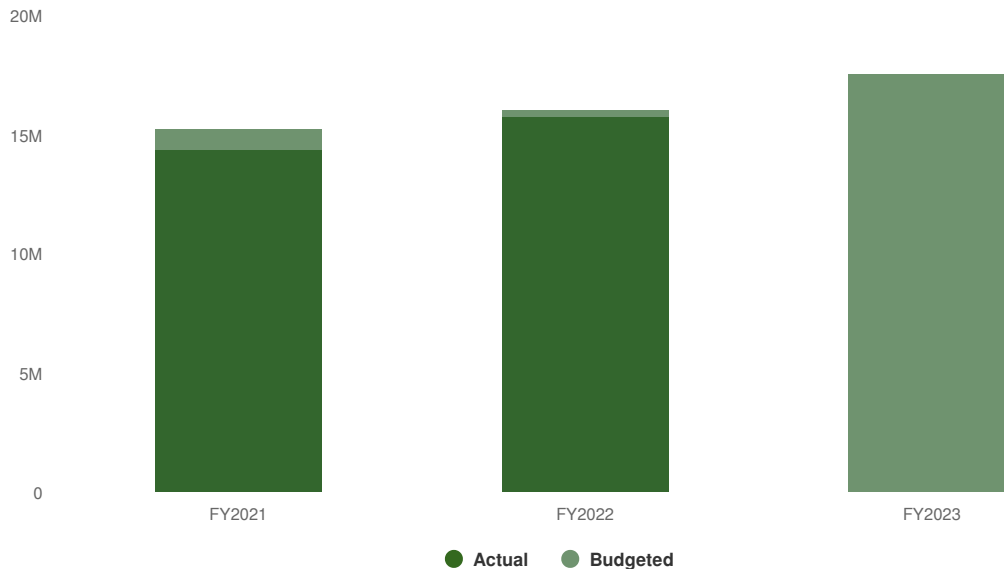
Water Enterprise Fund

Department Mission Statement: To maintain and improve the City's potable water distribution system in order to ensure a high quality and dependable water supply in a fiscally responsible manner. The department also enables adequate fire protection throughout the water distribution system to ensure public health and safety.

Revenues Summary

\$17,547,465 **\$1,534,033**
(9.58% vs. prior year)

Water Enterprise Fund Proposed and Historical Budget vs. Actual

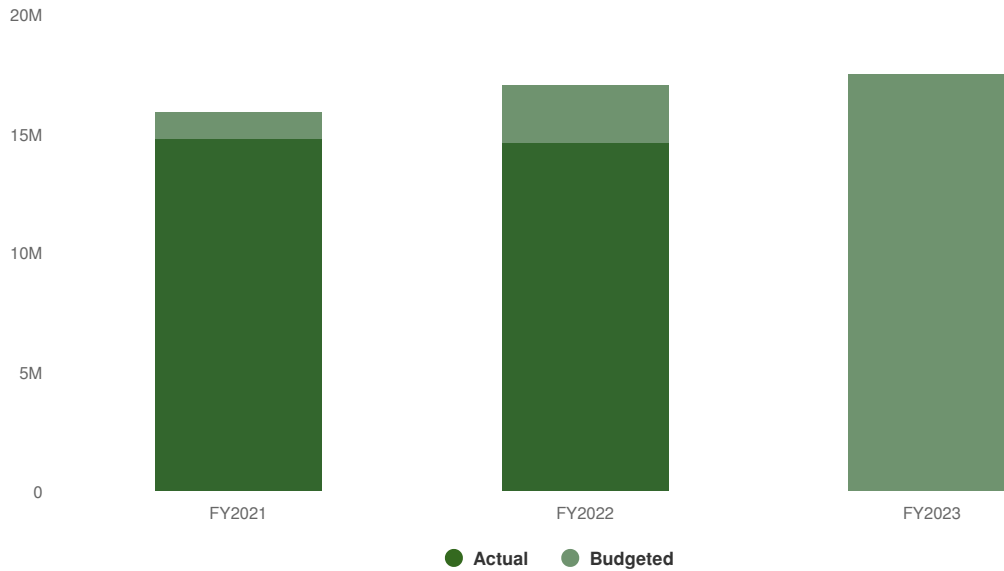


Expenditures Summary

\$17,505,570 **\$468,739**
(2.75% vs. prior year)



Water Enterprise Fund Proposed and Historical Budget vs. Actual



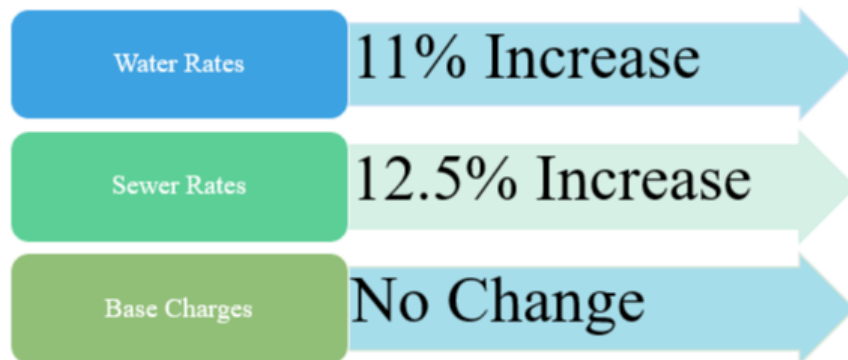
FY23 Goals & Measures of Progress

As essential workers, during fiscal year 2021 the Water Department was focused on maintaining necessary operations while following COVID-19 guidelines for employee and public safety.

During fiscal 2021, Water Department personnel responded to over 20 water main breaks and responded to over 4700 QAlert/311 requests related to the water distribution system. In addition, with the help of contractors, the department performed backflow prevention inspections at over 1,400 locations.

FY23 Rates

PROPOSED RATE ADJUSTMENTS FOR FISCAL YEAR 2023



Proposed charges for properties billed three times per year (tri-annually) is shown in the table above. Further detail, including rates for properties billed every two months (bi-monthly) can be found here: <https://www.somervillema.gov/departments/water-and-sewer/water-and-sewer-rates>. [↗](#)

Please see also the 10-year rate study, available here: <http://somervillecityma.iqm2.com/Citizens/FileOpen.aspx?Type=4&ID=15148&MeetingID=3373> [↗](#)



Water FY23 Revenues

Water	FY 23 Revenues
Water Base Charges	\$983,638
Water Volume Charges	\$15,272,642
Total Water	\$16,256,280

FY23 Water User Residential Rates

FY 2023 Residential Volumetric Charges (\$/Billing Unit*)				
Tier	Tier Range (per CCF)	Water	Sewer	Combined
Discount Rate	0-8	\$4.98	\$9.92	\$14.90
Tier 1	9-13	\$5.56	\$11.03	\$16.59
Tier 2	14-67	\$8.00	\$14.07	\$22.07
Tier 3	68-133	\$8.38	\$14.76	\$23.14
Tier 4	Over 133	\$8.71	\$15.28	\$23.99

FY23 Water User Commercial Rates

FY 23 Water and Sewer Commercial Rates

FY 2023 Commercial Volumetric Charges (\$/Billing Unit*)				
Tier	Tier Range (per CCF)	Water	Sewer	Combined
Tier 1	0-13	\$5.56	\$11.03	\$16.59
Tier 2	14-67	\$8.00	\$14.07	\$22.07
Tier 3	68-133	\$8.38	\$14.76	\$23.14
Tier 4	Over 133	\$8.71	\$15.28	\$23.99

*One unit = 100 cubic feet (CCF) or 748 gallons of water



FY23 Average Bill Impact

Total Change in Annual Costs for Various Billing Units (including base & volumetric charges, amended)				
Total Units per Bill (in CCF)	FY 2022	FY 2023	\$ Change	
	Annual Total	Annual Total	(FY 2023 - FY 2022)	% Change
15 (average condo unit)	\$840	\$919	\$79	9%
18 (average single-family home)	\$1,017	\$1,118	\$101	10%
30 (average two-family home)	\$1,727	\$1,912	\$185	11%
42 (average three-family home)	\$2,437	\$2,707	\$270	11%
110 (average 8-unit apartment building)	\$6,583	\$7,347	\$764	12%



Budget Details

Personal Services Changes

Personal Services are projected to be decreased 7% for FY23.

- Adding Positions for Records Clerk & Business Analyst
- Adding Positions for Senior Project Manager (IAM Capital Projects)
- Changes in salaries are due to negotiated collective bargaining agreements and merit increases based on an annual performance review.

No other changes have been made to the Sewer Personal Service Budget .

Ordinary Maintenance Changes

Ordinary Maintenance costs are projected to be decreased by 24.9% for FY23.

- Decreased \$100K Rental of Land Space due to limited space in the city
- Decreased \$15K from rubbish removal
- Decreased 30K from Professional & Technical Services to match historical spending.

Further minor changes were made to make the budget match closely with historical spending and any amounts that would include inflation.

Special Items & Debt Service Changes

Special Items are projected to be increased 5% for FY23

Debt Services are projected to be increased by 25.57%

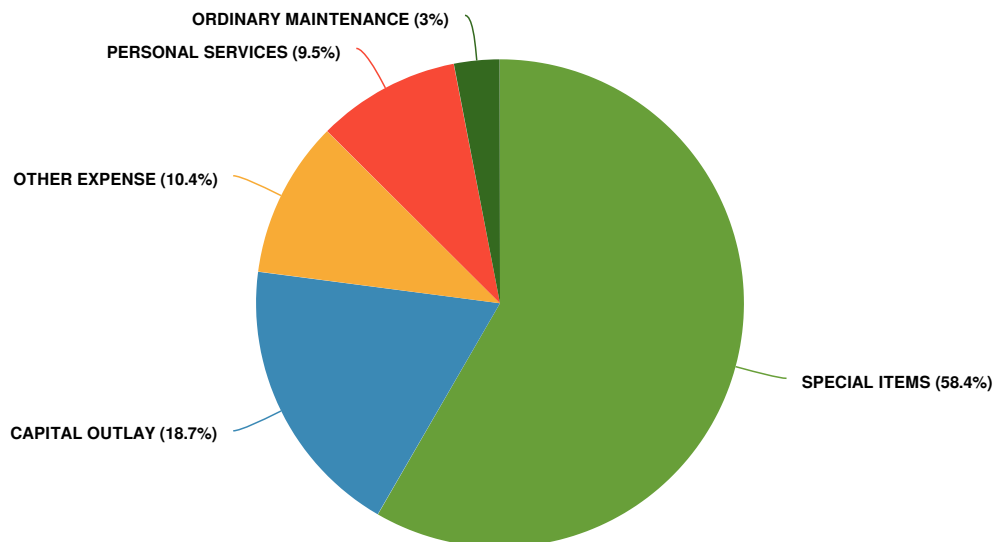
- Updated to show 9.4M MWRA Assessment
- Refecting our repayment of the City Wide Meter Installation project beginning as soon as this fall

Capital Outlay Changes

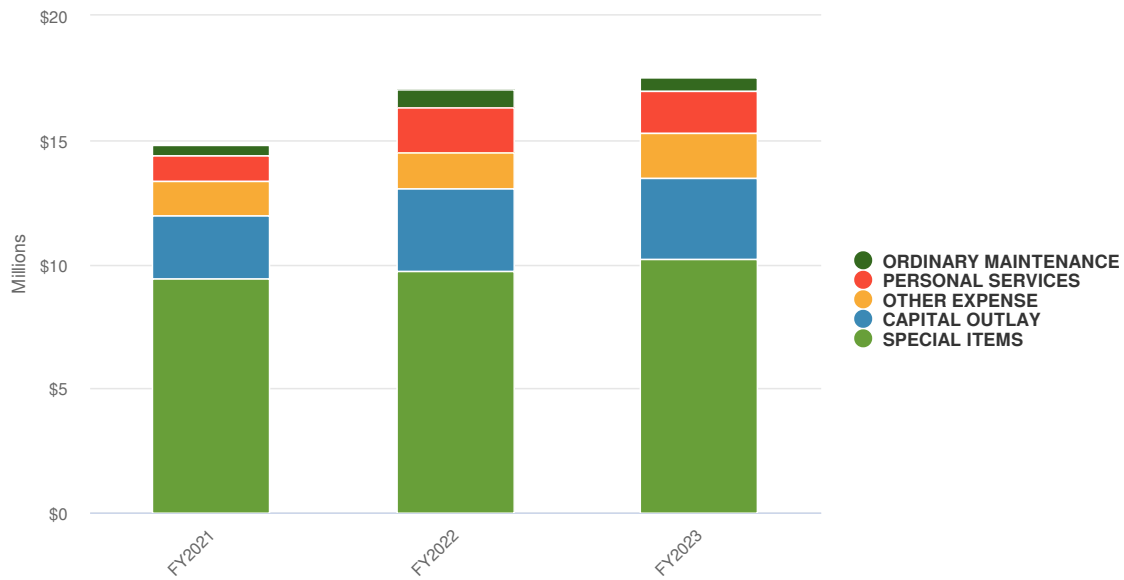
Capital Outlay costs are projected to be decreased 1.06% for FY23

- Decrease to Engineering/Architectural Line by \$35K

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$739,126	\$421,344	\$759,827	\$20,701
SALARIES - CONTINGENCY	\$82,750	\$0	\$82,750	\$0
WAGES - HOURLY PERMANENT	\$798,509	\$166,185	\$639,524	-\$158,985
OVERTIME	\$7,360	\$8,017	\$7,360	\$0
OVERTIME - LABOR	\$110,000	\$96,990	\$110,000	\$0
LONGEVITY	\$4,096	\$4,083	\$2,206	-\$1,890
OUT OF GRADE	\$5,000	\$27,421	\$5,000	\$0
OTHER DIFFERENTIALS	\$32,860	\$8,695	\$32,244	-\$616
HOLIDAYS NON-UNION	\$4,146	\$2,674	\$1,077	-\$3,069
HOLIDAYS - S.M.E.A.	\$7,650	\$2,282	\$1,935	-\$5,715
PERFECT ATTENDANCE	\$0	\$100	\$0	\$0
UNIFORM ALLOWANCE	\$5,103	\$2,450	\$5,103	\$0
OTHER LUMP SUM PAYMENTS	\$16,000	\$4,202	\$16,000	\$0
STIPENDS-OTHER	\$0	\$16,200	\$0	\$0
Total PERSONAL SERVICES:	\$1,812,600	\$760,642	\$1,663,026	-\$149,574
ORDINARY MAINTENANCE				
R&M - VEHICLES	\$5,000	\$735	\$0	-\$5,000
R&M - TOOLS & EQUIPMENT	\$10,000	\$1,156	\$28,000	\$18,000
R&M - SERVICE CONTRACTS	\$3,000	\$920	\$3,000	\$0
LEASE - PHOTOCOPIER EQUIPMENT	\$320	\$0	\$0	-\$320
RENTAL-WATER COOLER	\$200	\$322	\$0	-\$200
RENTAL OF LAND SPACE	\$100,000	\$0	\$0	-\$100,000



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
RUBBISH REMOVAL	\$45,000	\$0	\$30,000	-\$15,000
PROFESSIONAL & TECHNICAL SVC	\$230,000	\$104,611	\$200,000	-\$30,000
EMPLOYEE TRAINING COURSES	\$5,000	\$6,060	\$5,000	\$0
ADVERTISING	\$250	\$0	\$0	-\$250
POLICE DETAIL	\$100,000	\$42,638	\$100,000	\$0
BANK CHARGES	\$1,200	\$533	\$1,200	\$0
POSTAGE	\$1,000	\$0	\$1,000	\$0
WEB SITE COSTS	\$10,500	\$0	\$10,500	\$0
OFFICE SUPPLIES	\$2,800	\$2,718	\$4,800	\$2,000
PRINTING & STATIONERY	\$27,520	\$4,185	\$30,000	\$2,480
OFFICE FURNITURE NOT CAPITALIZ	\$1,000	\$4,350	\$0	-\$1,000
COMPUTER EQUIPMENT NOT CAPITAL	\$3,000	\$0	\$0	-\$3,000
PLUMBING SUPPLIES	\$400	\$173	\$0	-\$400
TOOLS	\$3,000	\$12,108	\$3,000	\$0
PAINT	\$3,500	\$0	\$3,500	\$0
HARDWARE & SMALL TOOLS	\$7,500	\$5,662	\$5,000	-\$2,500
CUSTODIAL & MAINT SUPPLIES	\$6,000	\$726	\$1,000	-\$5,000
LOAM,SOD,FERTILIZER	\$750	\$0	\$750	\$0
MOTOR GAS AND OIL	\$37,950	\$0	\$0	-\$37,950
TIRES AND TUBES	\$3,000	\$0	\$0	-\$3,000
MOTOR PARTS & ACCESSORIES	\$2,500	\$0	\$2,500	\$0
BOOKS	\$1,000	\$850	\$1,000	\$0
SIGNS AND CONES	\$5,000	\$0	\$5,000	\$0
BITUMINOUS SUPPLIES	\$25,000	\$23,449	\$30,000	\$5,000
READY MIX CONCRETE	\$12,500	\$0	\$12,500	\$0
LUMBER & WOOD PRODUCTS	\$2,000	\$0	\$2,000	\$0
FOUNDRY PRODUCTS	\$5,000	\$0	\$5,000	\$0
UNIFORMS	\$1,000	\$2,608	\$1,000	\$0
PAYMENTS TO COMMONWEALTH	\$40,000	\$0	\$40,000	\$0
IN STATE TRAVEL	\$100	\$0	\$100	\$0
OUT OF STATE CONFERENCES	\$2,000	\$0	\$2,000	\$0
DUES AND MEMBERSHIPS	\$2,500	\$1,738	\$2,500	\$0
REIMB OF LICENSES	\$1,000	\$522	\$1,000	\$0
Total ORDINARY MAINTENANCE:	\$707,490	\$216,064	\$531,350	-\$176,140
CAPITAL OUTLAY				
ENGINEERING/ARCHITECT'L SVC	\$335,000	\$94,186	\$335,000	\$0
EQUIPMENT	\$0	\$2,990	\$5,000	\$5,000
VEHICLES	\$150,000	\$0	\$0	-\$150,000
METER & PARTS	\$140,000	\$47,204	\$140,000	\$0
HYDRANTS	\$110,000	\$101,573	\$110,000	\$0
LEAK DETECTION PROGRAM	\$21,500	\$900	\$21,500	\$0
PIPE FITTING	\$5,000	\$98,216	\$100,000	\$95,000
WATER SERVICE REPLACEMENT	\$1,500,000	\$1,005,646	\$1,250,000	-\$250,000



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
W/S RECONSTR/REPAIR	\$1,000,000	\$1,123,564	\$1,250,000	\$250,000
WATER METER INSTALLATION	\$50,000	\$59,982	\$65,000	\$15,000
Total CAPITAL OUTLAY:	\$3,311,500	\$2,534,261	\$3,276,500	-\$35,000
SPECIAL ITEMS				
MWRA ASSESSMENT	\$9,012,516	\$8,973,256	\$9,471,778	\$459,262
LOW INCOME ASSISTANCE PROGRAM	\$32,000	\$0	\$32,000	\$0
INDIRECT COST SUBSIDY	\$713,220	\$713,220	\$713,220	\$0
Total SPECIAL ITEMS:	\$9,757,736	\$9,686,476	\$10,216,998	\$459,262
OTHER EXPENSE				
PRINCIPAL ON LNG TRM DEBT	\$1,148,050	\$1,148,009	\$1,298,045	\$149,995
INTEREST ON LTD	\$241,145	\$241,096	\$407,020	\$165,875
INTEREST ON NOTES-BAN	\$58,310	\$0	\$112,631	\$54,321
Total OTHER EXPENSE:	\$1,447,505	\$1,389,105	\$1,817,696	\$370,191
Total Expense Objects:	\$17,036,831	\$14,586,547	\$17,505,570	\$468,739



Personnel Listing

Position Name	Start Date	Allocation		FY23 Base Salary	FY23 Total Compensation	Grade
		FTE	%			
Water Systems Billing Manager	2022-07-01	1	32%	\$26,484	\$26,535	NU10
Engineering Project Manager	2022-08-01	1	30%	\$25,400	\$25,449	NU7
SHMEO - Water (T-S)	2022-07-01	1	100%	\$53,787	\$56,302	LAB4
Deputy Director - Engineering Projects	2022-07-01	1	30%	\$33,253	\$33,317	NU5
Junior Civil Engineer	2022-07-01	1	30%	\$26,600	\$26,651	NU8
Water & Sewer Director	2022-07-01	1	32%	\$41,725	\$41,805	NU3
Working Foreman/SHMEO - Water	2022-07-01	1	100%	\$62,685	\$69,108	WKFM3
Trench Inspector	2022-07-01	1	30%	\$21,946	\$22,934	ENG4
Water Engineer	2022-07-01	1	32%	\$27,133	\$27,186	NU9
SHMEO - Water (T-S)	2022-07-01	1	100%	\$53,787	\$56,302	LAB4
SHMEO - Water	2022-07-01	1	100%	\$55,416	\$59,997	LAB4
SHMEO - Water	2022-07-01	1	100%	\$55,416	\$59,997	LAB4
Utilities Project Manager	2022-07-01	1	32%	\$31,995	\$32,057	NU7
Superintendent of Water	2022-07-01	1	100%	\$108,660	\$108,869	NU5
Working Foreman/SHMEO - Water (T-S)	2022-07-01	1	100%	\$60,842	\$63,640	WKFM3
Construction Liaison & Compliance Manager	2022-07-01	1	30%	\$24,941	\$24,989	NU9
SHMEO - Water	2022-07-01	1	100%	\$53,787	\$56,302	LAB4
Water/Sewer System Analyst	2022-07-01	1	32%	\$20,863	\$20,903	NU11
Director of Engineering	2022-07-01	1	30%	\$40,698	\$40,776	NU3
Head Water Meter Technician	2022-07-01	1	32%	\$17,737	\$18,723	LAB4
Senior Civil Engineer	2022-07-01	1	30%	\$28,829	\$28,885	NU7
SHMEO - Water	2022-07-01	1	100%	\$55,416	\$59,997	LAB4
Deputy Director - Engineering Services	2022-07-01	1	30%	\$33,253	\$33,317	NU5
SHMEO - Water (T-S)	2022-07-01	1	100%	\$53,787	\$56,302	LAB4
Engineering Project Manager	2022-07-01	1	30%	\$28,264	\$28,319	NU7
SHMEO - Water	2022-07-01	1	100%	\$53,787	\$56,302	LAB4
Water Foreman	2022-07-01	1	100%	\$78,543	\$85,704	6
Water Primary Operator	2022-07-01	1	100%	\$105,600	\$105,803	13
SHMEO - Water	2022-07-01	1	100%	\$55,416	\$59,997	LAB4
SHMEO - Water	2022-07-01	1	100%	\$53,787	\$56,302	LAB4
Director of Admin And Finance	2022-07-01	1	32%	\$31,922	\$31,983	NU6
Principal Clerk	2022-07-01	1	32%	\$17,556	\$17,702	CLER2
SHMEO - Water	2022-07-01	1	100%	\$55,416	\$59,997	LAB4
Administrative Assistant	2022-07-01	1	32%	\$19,864	\$20,511	ADMN2A
Principal Clerk	2022-07-01	1	32%	\$17,733	\$17,879	CLER2
GIS Coordinator	2022-07-01	1	30%	\$29,369	\$29,426	NU8



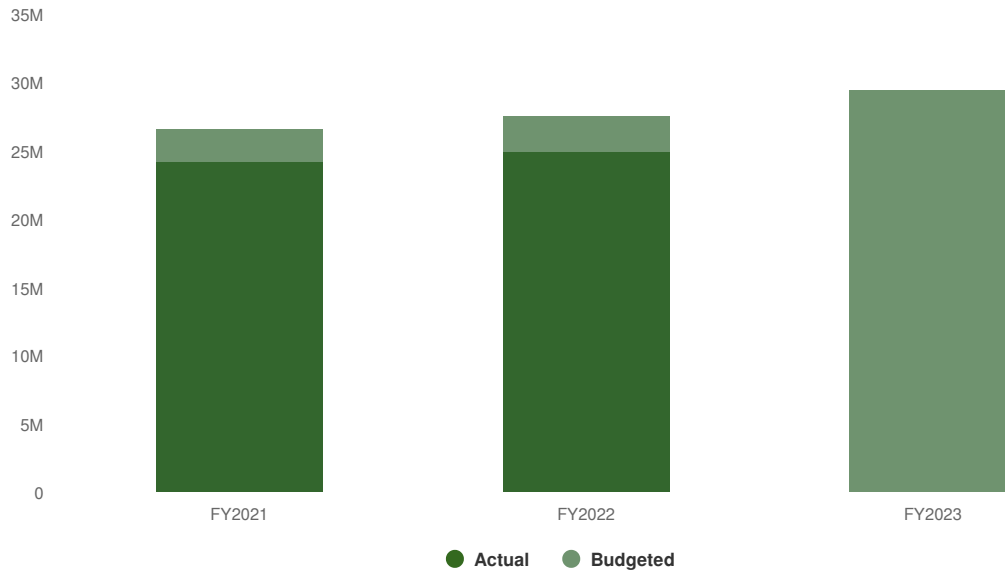
Sewer Enterprise Fund

Department Mission Statement: The Sewer Division is responsible for operation and maintenance of the City's sanitary sewer, combined sewer, and stormwater collection systems. This work includes CCTV and direct inspection; high pressure jet cleaning of pipes; locating subsurface infrastructure for "digsafe" markup requests (to protect our system's sewer infrastructure from contractors performing utility work in the City); emergency response to system backups and storm flooding; and, responding to sewer related issues reported to the City through the 311 system.

Revenues Summary

\$29,505,989 **\$1,929,522**
(7.00% vs. prior year)

Sewer Enterprise Fund Proposed and Historical Budget vs. Actual

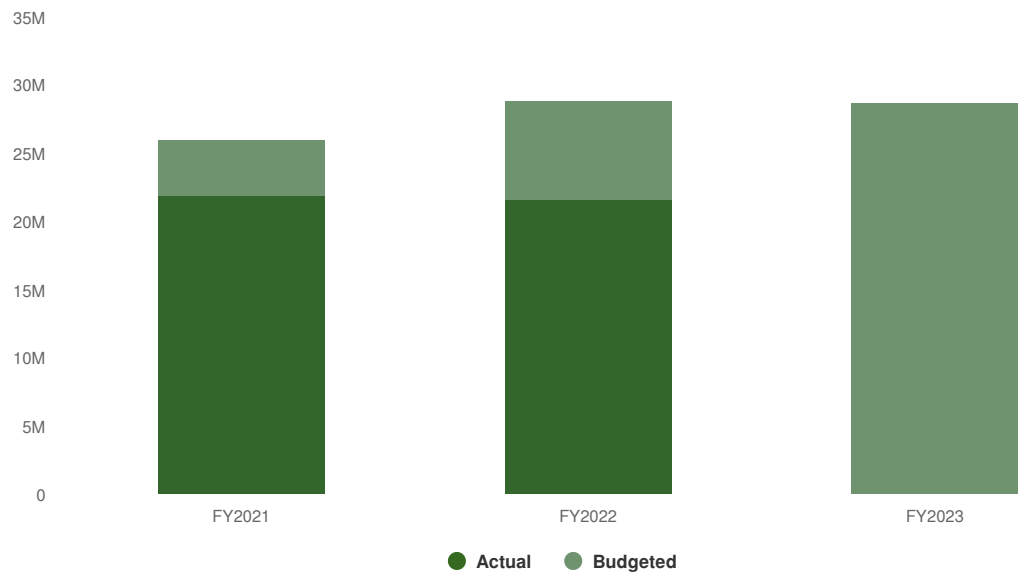


Expenditures Summary

\$28,751,556 **-\$60,552**
(-0.21% vs. prior year)



Sewer Enterprise Fund Proposed and Historical Budget vs. Actual

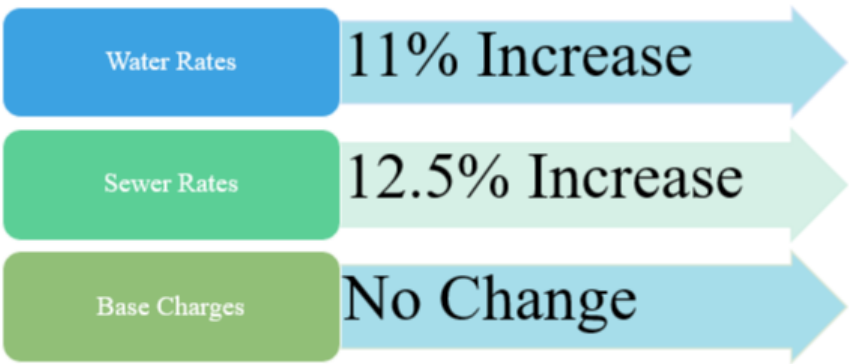


FY23 Goals & Measures of Progress

As essential workers, during FY23 the Sewer Department was focused on maintaining necessary operations while following COVID-19 guidelines for employee and public safety. During the year, the Department responded to 484 QAlert/311 requests related to the sanitary sewer, combined sewer, and stormwater collection system. Issues range from sinkholes to sewer backups to odor issues. The Sewer Department crews were able to clean over 500 catch basins throughout the year. Using our Vactor trucks, the sewer crews were able to vacuum and high-pressure jet over 33,000 linear feet of sewer mains.

FY23 Rates

PROPOSED RATE ADJUSTMENTS FOR FISCAL YEAR 2023



Proposed charges for properties billed three times per year (tri-annually) is shown in the table above. Further detail, including rates for properties billed every two months (bi-monthly) can be found here: <https://www.somervillema.gov/departments/water-and-sewer/water-and-sewer-rates>.

Please see also the 10-year rate study, available here: <http://somervillecityma.iqm2.com/Citizens/FileOpen.aspx?Type=4&ID=15148&MeetingID=3373>



Sewer Revenue

Sewer	FY 23 Revenues
Sewer Base Charges	\$1,920,645
Sewer Volume Charges	\$27,110,344
Total Sewer	\$29,030,988

Sewer Enterprise expenditures must equal revenue each year. The proposed revenue plan for Fiscal 2023

FY 23 Sewer User Rate Residential

FY 23 Water and Sewer Residential Rates

FY 2023 Residential Volumetric Charges (\$/Billing Unit*)				
Tier	Tier Range (per CCF)	Water	Sewer	Combined
Discount Rate	0-8	\$4.98	\$9.92	\$14.90
Tier 1	9-13	\$5.56	\$11.03	\$16.59
Tier 2	14-67	\$8.00	\$14.07	\$22.07
Tier 3	68-133	\$8.38	\$14.76	\$23.14
Tier 4	Over 133	\$8.71	\$15.28	\$23.99

*One unit = 100 cubic feet (CCF) or 748 gallons of water

FY23 Sewer User Rate Commercial

FY 23 Water and Sewer Commercial Rates

FY 2023 Commercial Volumetric Charges (\$/Billing Unit*)				
Tier	Tier Range (per CCF)	Water	Sewer	Combined
Tier 1	0-13	\$5.56	\$11.03	\$16.59
Tier 2	14-67	\$8.00	\$14.07	\$22.07
Tier 3	68-133	\$8.38	\$14.76	\$23.14
Tier 4	Over 133	\$8.71	\$15.28	\$23.99

*One unit = 100 cubic feet (CCF) or 748 gallons of water



FY23 Average Bill Impact

Total Change in Annual Costs for Various Billing Units (including base & volumetric charges, amended)				
Total Units per Bill (in CCF)	FY 2022	FY 2023	\$ Change	
	Annual Total	Annual Total	(FY 2023 - FY 2022)	% Change
15 (average condo unit)	\$840	\$919	\$79	9%
18 (average single-family home)	\$1,017	\$1,118	\$101	10%
30 (average two-family home)	\$1,727	\$1,912	\$185	11%
42 (average three-family home)	\$2,437	\$2,707	\$270	11%
110 (average 8-unit apartment building)	\$6,583	\$7,347	\$764	12%



Budget Details

Personal Services Changes

Personal Services are projected to be increased by 1.81% for FY23.

- Adding Positions for Records Clerk & Business Analyst
- Adding Positions for Senior Project Manager (IAM Capital Projects)
- Changes in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

No other changes have been made to the Sewer Personal Service Budget.

Ordinary Maintenance Changes

Ordinary maintenance costs are projected to be decreased by 11.09% for FY23.

- Decrease of rental of Land Space by \$75K
- Reduction of Telecom Equipment Not Capt. due to the Dept not spending adequate amounts on that budget line

Changes were made to make the budget match closely with historical spending and any amounts that would include inflation.

Special Items & Debt Service Changes

Special Items are projected to be decreased by 0.19% for FY23

Debt Services are projected to be increased by 51%

- The budget lines have been changed to show the current MWRA Assessment for FY23 and subsidy costs.
- Increase in debt service costs reflect new debt service resulting from the Somerville Ave Utility Improvement and Marginal Interceptor projects as reflected in the Water and Sewer Capital Improvement Plan.
- The Low Income Assistance Program will be level-funded at \$68,000

Capital Outlay Changes

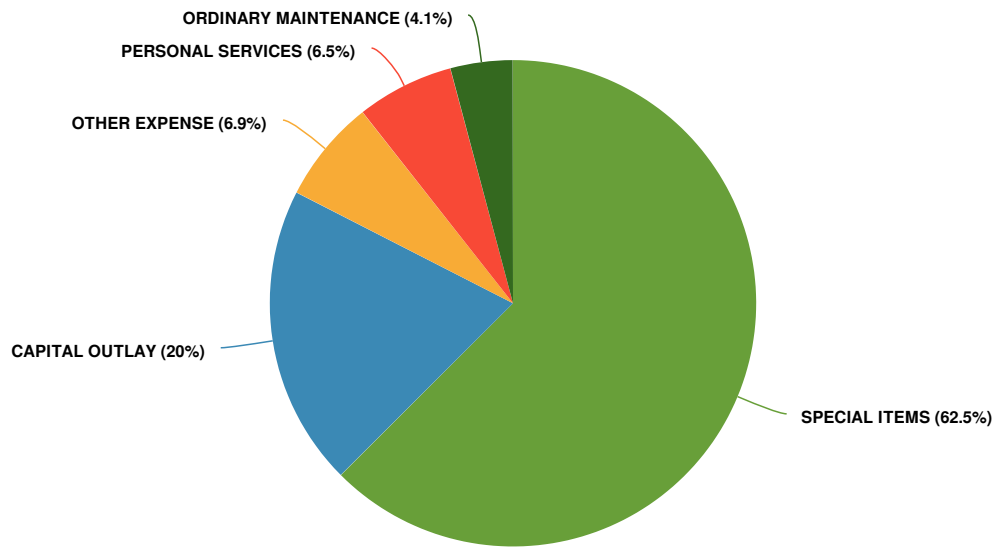
Capital Outlay costs are projected to be decreased by 7.6% for FY23

- Matching budget lines with actual anticipated expenditures

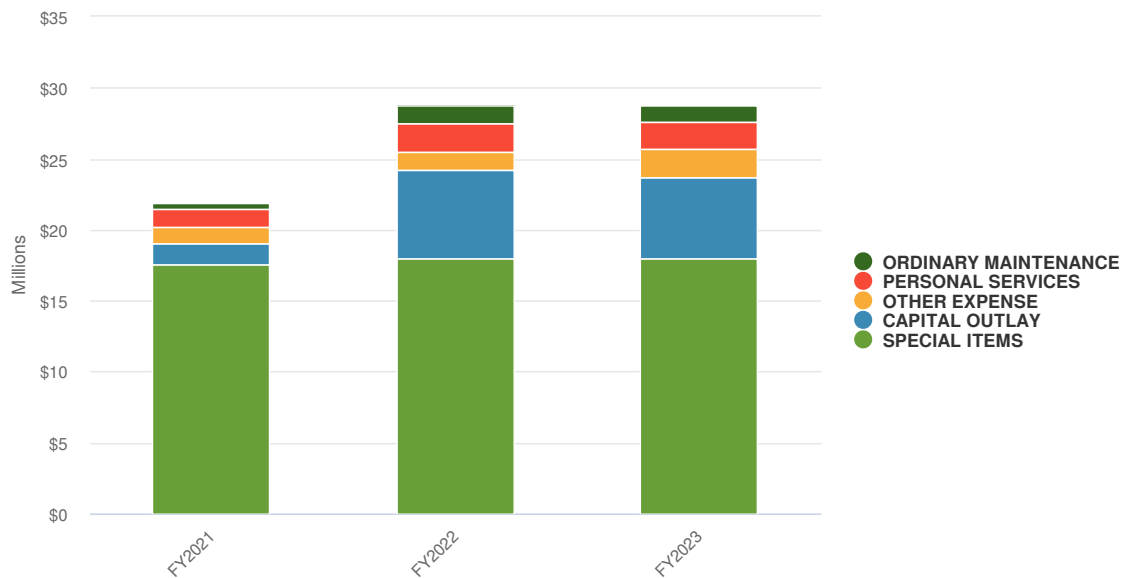
The Department of IAM and Capital Projects is continuing to increase work on Sewer Cleaning and infrastructure around the city of Somerville as identified in the past years.



Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$1,116,407	\$770,231	\$1,147,499	\$31,092
SALARIES - CONTINGENCY	\$91,760	\$0	\$91,760	\$0
WAGES - HOURLY PERMANENT	\$648,144	\$211,691	\$489,516	-\$158,628



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
OVERTIME	\$15,640	\$17,035	\$15,640	\$0
OVERTIME - LABOR	\$55,000	\$36,338	\$55,000	\$0
LONGEVITY	\$7,354	\$5,042	\$5,244	-\$2,110
OUT OF GRADE	\$5,000	\$7,801	\$5,000	\$0
OTHER DIFFERENTIALS	\$28,702	\$13,239	\$27,261	-\$1,441
HOLIDAYS NON-UNION	\$6,432	\$4,694	\$1,670	-\$4,762
HOLIDAYS - S.M.E.A.	\$7,103	\$3,471	\$1,798	-\$5,305
UNIFORM ALLOWANCE	\$4,557	\$3,150	\$4,557	\$0
OTHER LUMP SUM PAYMENTS	\$13,800	\$654	\$15,000	\$1,200
STIPENDS-OTHER	\$0	\$7,850	\$0	\$0
Total PERSONAL SERVICES:	\$1,999,899	\$1,081,197	\$1,859,945	-\$139,954
ORDINARY MAINTENANCE				
R&M - VEHICLES	\$75,000	\$0	\$75,000	\$0
R&M - TOOLS & EQUIPMENT	\$2,000	\$1,295	\$2,000	\$0
LEASE - PHOTOCOPIER EQUIPMENT	\$4,361	\$3,060	\$4,361	\$0
RENTALS EQUIPMENT	\$150,000	\$12,720	\$150,000	\$0
RENTAL OF LAND SPACE	\$200,000	\$0	\$125,000	-\$75,000
RUBBISH REMOVAL	\$40,000	\$37,636	\$40,000	\$0
DISPOSAL C BASIN SPOILS	\$300,000	\$0	\$300,000	\$0
PROFESSIONAL & TECHNICAL SVC	\$67,800	\$61,940	\$60,000	-\$7,800
EMPLOYEE TRAINING COURSES	\$2,500	\$1,095	\$2,500	\$0
ADVERTISING	\$200	\$0	\$200	\$0
POLICE DETAIL	\$145,000	\$43,576	\$145,000	\$0
BANK CHARGES	\$2,000	\$720	\$2,000	\$0
SOFTWARE SERVICES	\$34,000	\$0	\$34,000	\$0
EXPRESS/FREIGHT	\$1,000	\$320	\$1,000	\$0
OFFICE SUPPLIES	\$600	\$483	\$600	\$0
PRINTING & STATIONERY	\$58,480	\$20,224	\$58,480	\$0
OFFICE FURNITURE NOT CAPITALIZ	\$2,000	\$5,580	\$2,000	\$0
COMPUTER EQUIPMENT NOT CAPITAL	\$2,500	\$0	\$2,500	\$0
TELECOM. EQUIP NOT CAPITALIZED	\$80,000	\$0	\$20,000	-\$60,000
TOOLS	\$2,000	\$1,104	\$2,000	\$0
PAINT	\$3,000	\$1,902	\$3,000	\$0
HARDWARE & SMALL TOOLS	\$7,000	\$5,288	\$7,000	\$0
MOTOR GAS AND OIL	\$37,950	\$0	\$37,950	\$0
MOTOR PARTS & ACCESSORIES	\$31,300	\$0	\$31,300	\$0
PUBLIC WORKS SUPPLIES	\$0	\$781	\$0	\$0
SIGNS AND CONES	\$5,000	\$0	\$5,000	\$0
BITUMINOUS SUPPLIES	\$30,688	\$28,342	\$35,000	\$4,312
READY MIX CONCRETE	\$15,000	\$15,000	\$15,000	\$0
MASONRY SUPPLIES	\$25,000	\$9,773	\$15,000	-\$10,000
FOUNDRY PRODUCTS	\$10,000	\$9,533	\$10,000	\$0
UNIFORMS	\$3,000	\$3,000	\$3,000	\$0



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
DUES AND MEMBERSHIPS	\$900	\$80	\$900	\$0
REIMB OF LICENSES	\$1,200	\$155	\$1,200	\$0
Total ORDINARY MAINTENANCE:	\$1,339,479	\$263,608	\$1,190,991	-\$148,488
CAPITAL OUTLAY				
ENGINEER'G/ARCHITCT'L SVC	\$1,960,000	\$148,435	\$1,960,000	\$0
EQUIPMENT	\$200,000	\$0	\$100,000	-\$100,000
VEHICLES	\$520,000	\$0	\$520,000	\$0
SEWER CLEANING/REPAIRS	\$3,200,000	\$1,114,540	\$2,800,000	-\$400,000
METER & PARTS	\$220,000	\$239,009	\$220,000	\$0
PIPE FITTING	\$23,000	\$13,373	\$50,000	\$27,000
WATER METER INSTALLATION	\$100,000	\$243,538	\$100,000	\$0
Total CAPITAL OUTLAY:	\$6,223,000	\$1,758,895	\$5,750,000	-\$473,000
SPECIAL ITEMS				
MWRA ASSESSMENT	\$17,143,800	\$17,020,189	\$17,178,392	\$34,592
LOW INCOME ASSISTANCE PROGRAM	\$68,000	\$0	\$68,000	\$0
INDIRECT COST SUBSIDY	\$732,980	\$732,980	\$732,980	\$0
Total SPECIAL ITEMS:	\$17,944,780	\$17,753,169	\$17,979,372	\$34,592
OTHER EXPENSE				
PRINCIPAL ON LNG TRM DEBT	\$480,125	\$480,078	\$656,329	\$176,204
INTEREST ON LTD	\$288,175	\$288,134	\$550,218	\$262,043
INTEREST ON NOTES-BAN	\$536,650	\$0	\$764,701	\$228,051
Total OTHER EXPENSE:	\$1,304,950	\$768,212	\$1,971,248	\$666,298
Total Expense Objects:	\$28,812,108	\$21,625,080	\$28,751,556	-\$60,552



Personnel Listing

Position Name	Start Date	Allocation		FY23	FY23 Total	
		FTE	%	Base Salary	Compensation	Grade
Water Systems Billing Manager	2022-07-01	1	68%	\$56,280	\$56,388	NU10
Engineering Project Manager	2022-08-01	1	30%	\$25,400	\$25,449	NU7
Deputy Director - Engineering Projects	2022-07-01	1	30%	\$33,253	\$33,317	NU5
Junior Civil Engineer	2022-07-01	1	30%	\$26,600	\$26,651	NU8
SHMEO/Catch Basin Cleaner	2022-07-01	1	100%	\$55,416	\$60,497	LAB4
Water & Sewer Director	2022-07-01	1	68%	\$88,667	\$88,837	NU3
Superintendent of Sewer	2022-07-01	1	100%	\$113,052	\$113,269	NU5
Trench Inspector	2022-07-01	1	30%	\$21,946	\$22,934	ENG4
Water Engineer	2022-07-01	1	68%	\$57,659	\$57,769	NU9
Stormwater Program Manager	2022-07-01	1	100%	\$101,748	\$101,943	NU6
SHMEO/Catch Basin Cleaner	2022-07-01	1	100%	\$55,416	\$59,997	LAB4
SHMEO/Catch Basin Cleaner (T-S)	2022-07-01	1	100%	\$53,787	\$56,302	LAB4
Utilities Project Manager	2022-07-01	1	68%	\$67,989	\$68,120	NU7
SHMEO/Catch Basin Cleaner	2022-07-01	1	100%	\$53,787	\$56,302	LAB4
SHMEO/Catch Basin Cleaner	2022-07-01	1	100%	\$55,416	\$59,997	LAB4
Construction Liaison & Compliance Manager	2022-07-01	1	30%	\$24,941	\$24,989	NU9
Water/Sewer System Analyst	2022-07-01	1	68%	\$44,333	\$44,418	NU11
Director of Engineering	2022-07-01	1	30%	\$40,698	\$40,776	NU3
Head Water Meter Technician	2022-07-01	1	68%	\$37,691	\$39,786	LAB4
Senior Civil Engineer	2022-07-01	1	30%	\$28,829	\$28,885	NU7
SHMEO/Catch Basin Cleaner (T-S)	2022-07-01	1	100%	\$53,787	\$56,302	LAB4
SHMEO/Catch Basin Cleaner	2022-07-01	1	100%	\$54,325	\$58,861	LAB4
Deputy Director - Engineering Services	2022-07-01	1	30%	\$33,253	\$33,317	NU5
Engineering Project Manager	2022-07-01	1	30%	\$28,264	\$28,319	NU7
Working Foreman/SHMEO - Sewer (T-S)	2022-07-01	1	100%	\$60,842	\$63,640	WKFM3
Director of Admin And Finance	2022-07-01	1	68%	\$67,834	\$67,965	NU6
SHMEO/Catch Basin Cleaner (T-S)	2022-07-01	1	100%	\$53,787	\$56,302	LAB4
Principal Clerk	2022-07-01	1	68%	\$37,308	\$37,618	CLER2
Administrative Assistant	2022-07-01	1	68%	\$42,212	\$43,585	ADMN2A
Principal Clerk	2022-07-01	1	68%	\$37,683	\$37,994	CLER2
Public Works Foreman	2022-07-01	1	100%	\$92,617	\$103,344	10
Vacant (New) - Sewer Primary Operator	2022-07-01	1	100%	\$102,492	\$102,689	13
Working Foreman/SHMEO - Sewer	2022-07-01	1	100%	\$62,685	\$69,108	WKFM3
GIS Coordinator	2022-07-01	1	30%	\$29,369	\$29,426	NU8

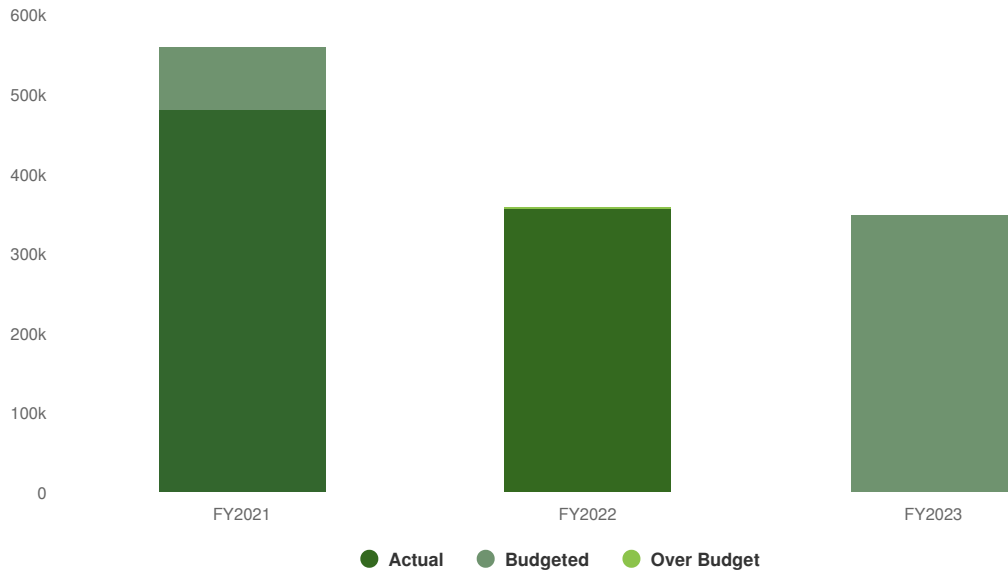


Kennedy Pool Enterprise

Revenues Summary

\$348,346 **-\$7,686**
(-2.16% vs. prior year)

Kennedy Pool Enterprise Proposed and Historical Budget vs. Actual

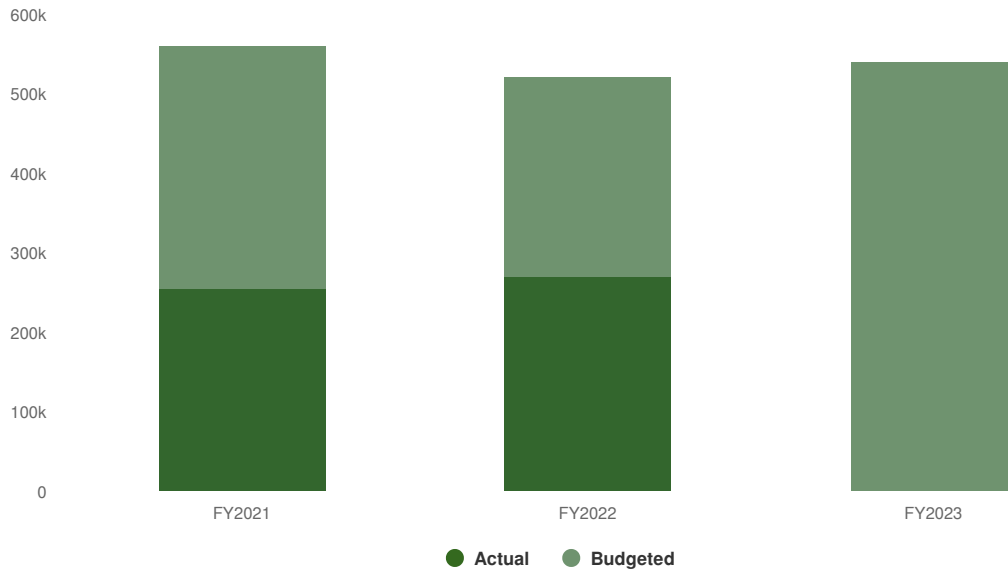


Expenditures Summary

\$539,801 **\$18,793**
(3.61% vs. prior year)

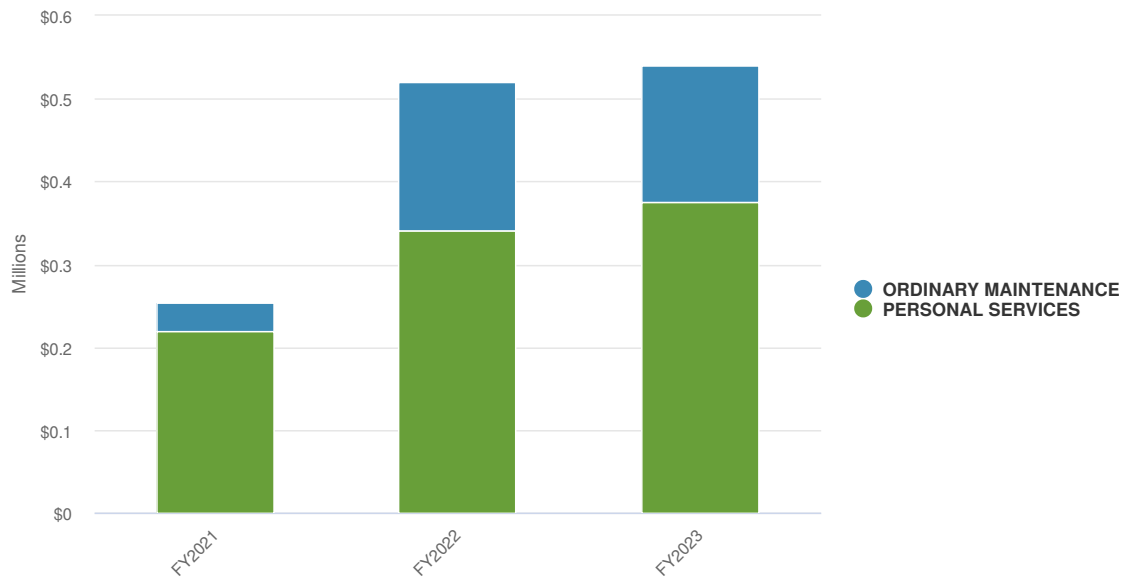


Kennedy Pool Enterprise Proposed and Historical Budget vs. Actual



Budget Detail

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$134,556	\$113,333	\$139,992	\$5,436
SALARIES & WAGES TEMPORARY	\$205,920	\$133,411	\$235,040	\$29,120
HOLIDAYS NON-UNION	\$1,032	\$1,010	\$269	-\$763



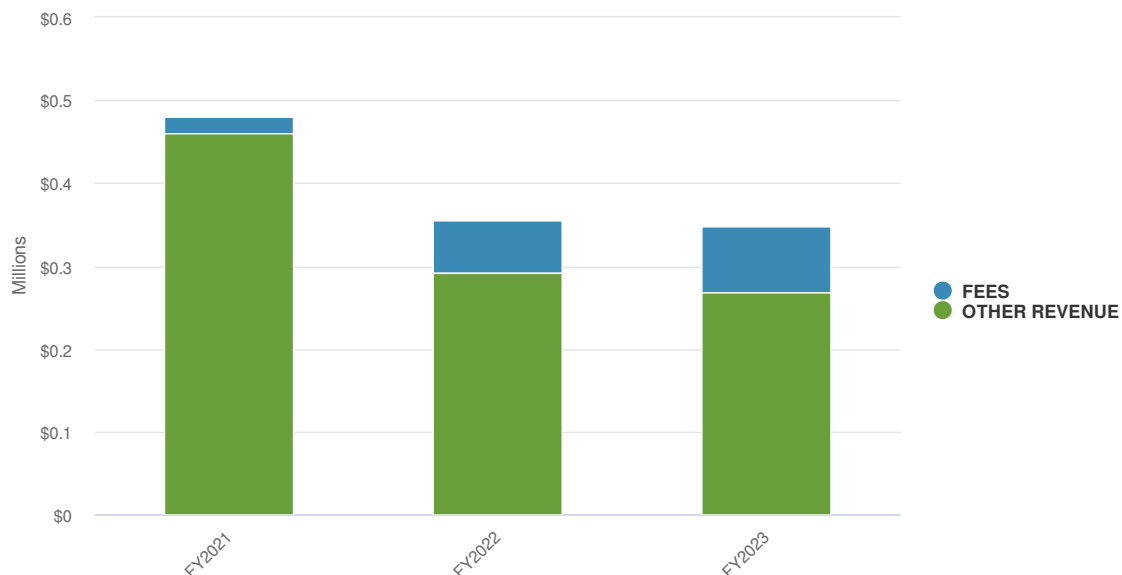
Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Total PERSONAL SERVICES:	\$341,508	\$247,754	\$375,301	\$33,793
ORDINARY MAINTENANCE				
ELECTRICITY	\$40,000	\$0	\$40,000	\$0
R&M - BUILDINGS & GROUNDS	\$10,000	\$0	\$10,000	\$0
R&M - OFFICE EQUIPMENT	\$500	\$0	\$500	\$0
R&M - TOOLS & EQUIPMENT	\$1,000	\$423	\$1,000	\$0
RENTAL-BUILDINGS SCHOOL	\$25,000	\$2,205	\$15,000	-\$10,000
PROFESSIONAL & TECHNICAL SVC	\$50,000	\$10,092	\$50,000	\$0
STAFF DEVELOPMENT	\$5,000	\$0	\$5,000	\$0
SUPPLIES	\$25,000	\$4,380	\$25,000	\$0
CUSTODIAL & MAINT SUPPLIES	\$10,000	\$0	\$5,000	-\$5,000
MEDICAL & DENTAL SUPPLIES	\$5,000	\$0	\$5,000	\$0
RECREATION SUPPLIES	\$5,000	\$4,987	\$5,000	\$0
UNIFORMS	\$2,500	\$0	\$2,500	\$0
DUES AND MEMBERSHIPS	\$500	\$0	\$500	\$0
Total ORDINARY MAINTENANCE:	\$179,500	\$22,087	\$164,500	-\$15,000
Total Expense Objects:	\$521,008	\$269,840	\$539,801	\$18,793

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Asst Pool Manager-Kennedy Pool	2022-07-01	1	100%	\$66,504	\$66,632	NU11
Pool Manager	2022-07-01	1	100%	\$73,488	\$73,629	NU10

Revenues by Source

Budgeted and Historical 2023 Revenues by Source



Name	Account ID	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Revenue Source					
FEES					
FEES	6700-6-0000-000000-630-630-0000-40-432000	\$65,000	\$67,636	\$80,000	\$15,000
Total FEES:		\$65,000	\$67,636	\$80,000	\$15,000
OTHER REVENUE					
TRANSFER FROM GEN FUND	6700-6-0000-000000-630-630-0000-40-497001	\$291,032	\$291,032	\$268,346	-\$22,686
Total OTHER REVENUE:		\$291,032	\$291,032	\$268,346	-\$22,686
Total Revenue Source:		\$356,032	\$358,668	\$348,346	-\$7,686

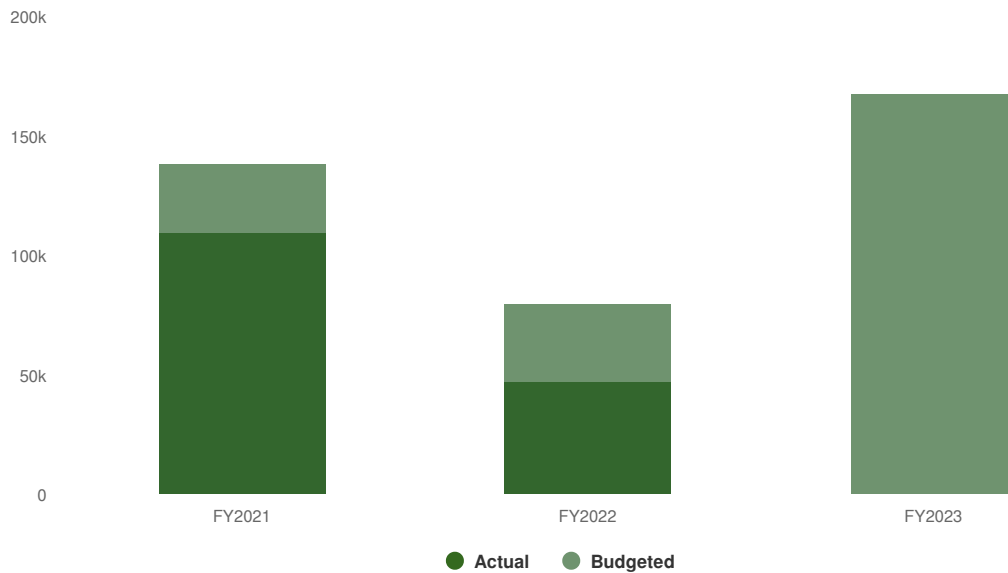


Dilboy Field Enterprise

Revenues Summary

\$168,000 **\$88,000**
(110.00% vs. prior year)

Dilboy Field Enterprise Proposed and Historical Budget vs. Actual

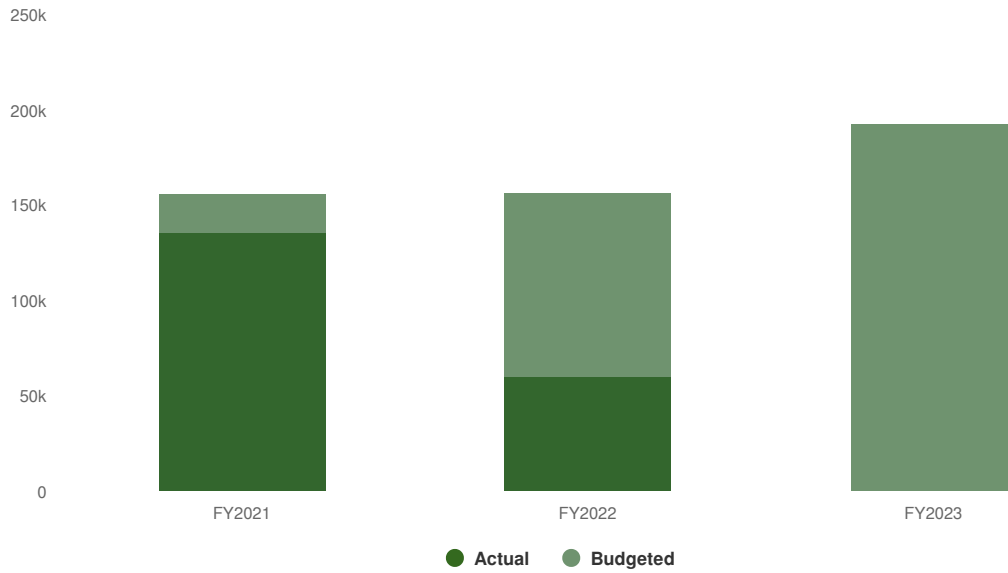


Expenditure Summary

\$193,000 **\$36,500**
(23.32% vs. prior year)

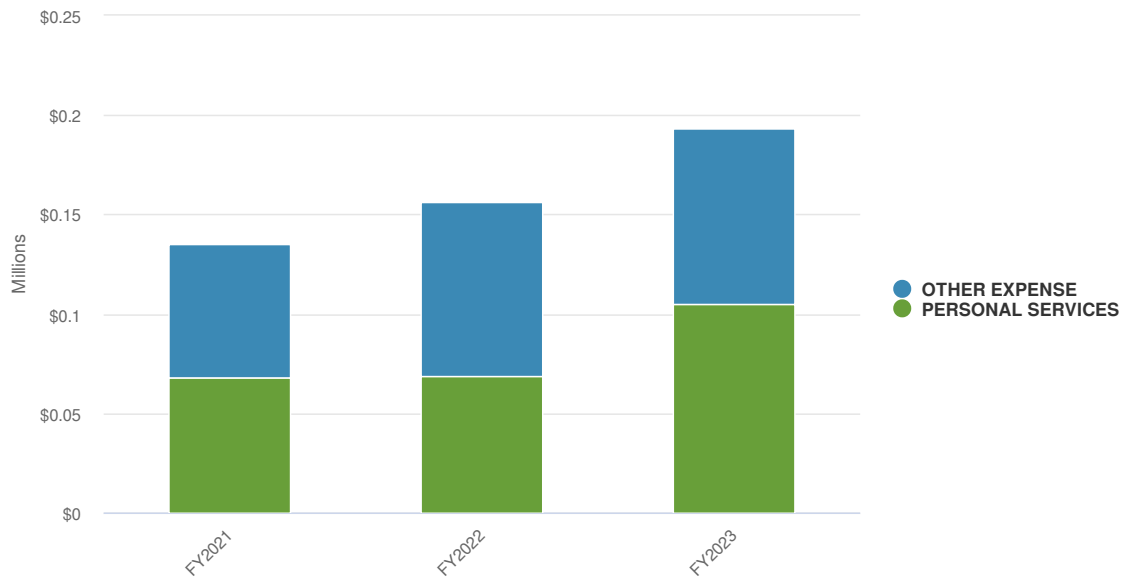


Dilboy Field Enterprise Proposed and Historical Budget vs. Actual



Budget Detail

Budgeted and Historical Expenditures by Expense Type



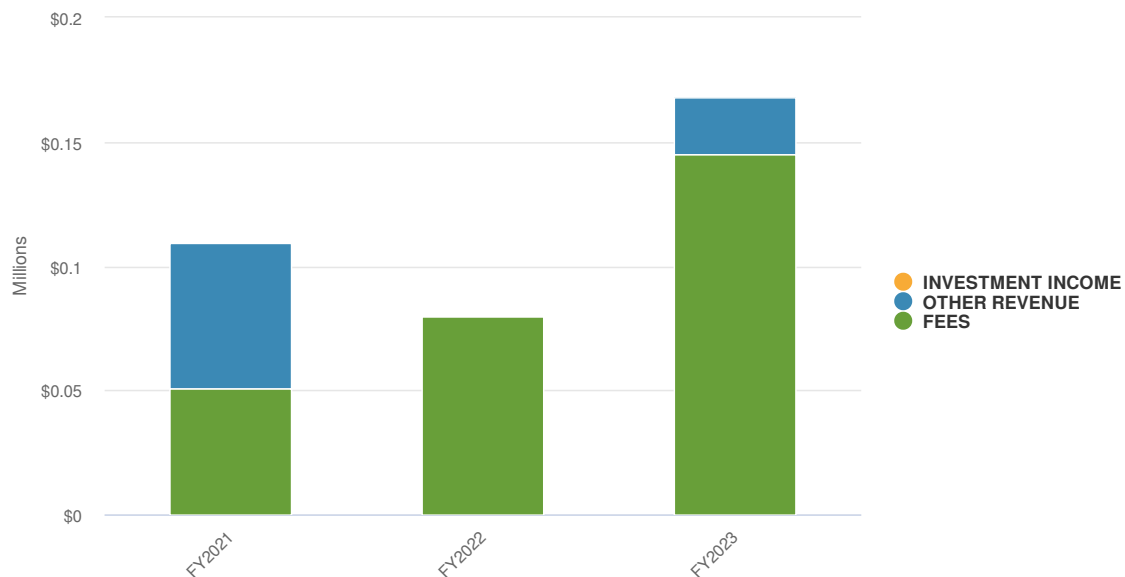
Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES & WAGES TEMPORARY	\$68,500	\$18,090	\$105,000	\$36,500
Total PERSONAL SERVICES:	\$68,500	\$18,090	\$105,000	\$36,500



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
OTHER EXPENSE				
ELECTRICITY	\$75,000	\$41,493	\$75,000	\$0
R&M - TOOLS & EQUIPMENT	\$500	\$0	\$500	\$0
PROFESSIONAL & TECHNICAL SVC	\$6,500	\$0	\$6,500	\$0
SUPPLIES	\$2,000	\$0	\$2,000	\$0
CUSTODIAL & MAINT SUPPLIES	\$1,000	\$0	\$1,000	\$0
GROUNDKEEPING SUPPLIES	\$2,000	\$0	\$2,000	\$0
UNIFORMS	\$1,000	\$0	\$1,000	\$0
Total OTHER EXPENSE:	\$88,000	\$41,493	\$88,000	\$0
Total Expense Objects:	\$156,500	\$59,583	\$193,000	\$36,500

Revenues by Source

Budgeted and Historical 2023 Revenues by Source



Name	Account ID	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Revenue Source					
FEES					
FEES	6500-6-0000-0000000-630-630-0000-40-432000	\$80,000	\$47,064	\$145,000	\$65,000
Total FEES:		\$80,000	\$47,064	\$145,000	\$65,000
INVESTMENT INCOME					
INVESTMENT INCOME	6500-6-0000-0000000-630-630-0000-40-482000	\$0	\$239	\$0	\$0
Total INVESTMENT INCOME:		\$0	\$239	\$0	\$0



Name	Account ID	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
OTHER REVENUE					
TRANSFER FROM GEN FUND	6500-6-0000-000000-630-630-0000-40-497001	\$0	\$0	\$23,000	\$23,000
Total OTHER REVENUE:		\$0	\$0	\$23,000	\$23,000
Total Revenue Source:		\$80,000	\$47,303	\$168,000	\$88,000

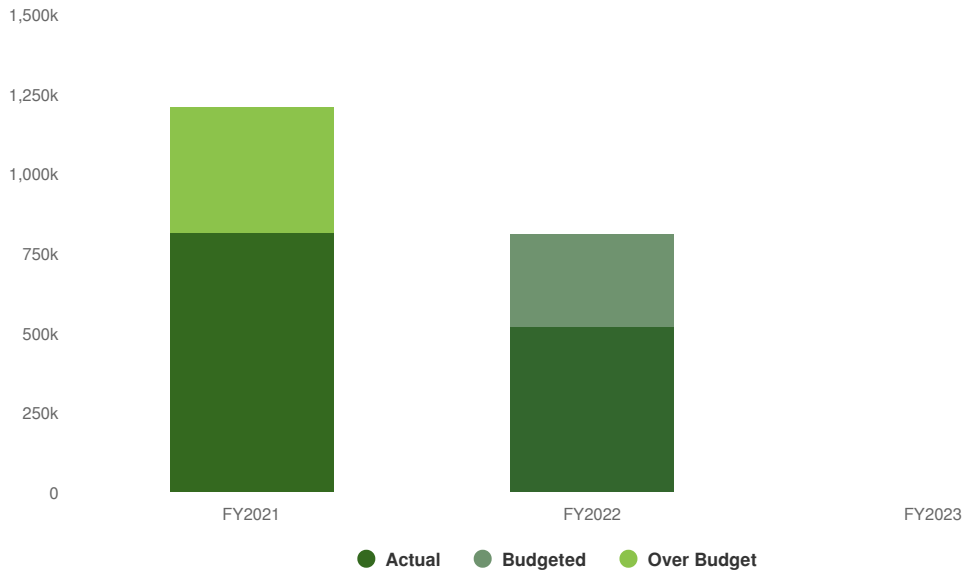


Rinks Enterprise

Revenues Summary

\$0 **-\$810,262**
(-100.00% vs. prior year)

Rinks Enterprise Proposed and Historical Budget vs. Actual

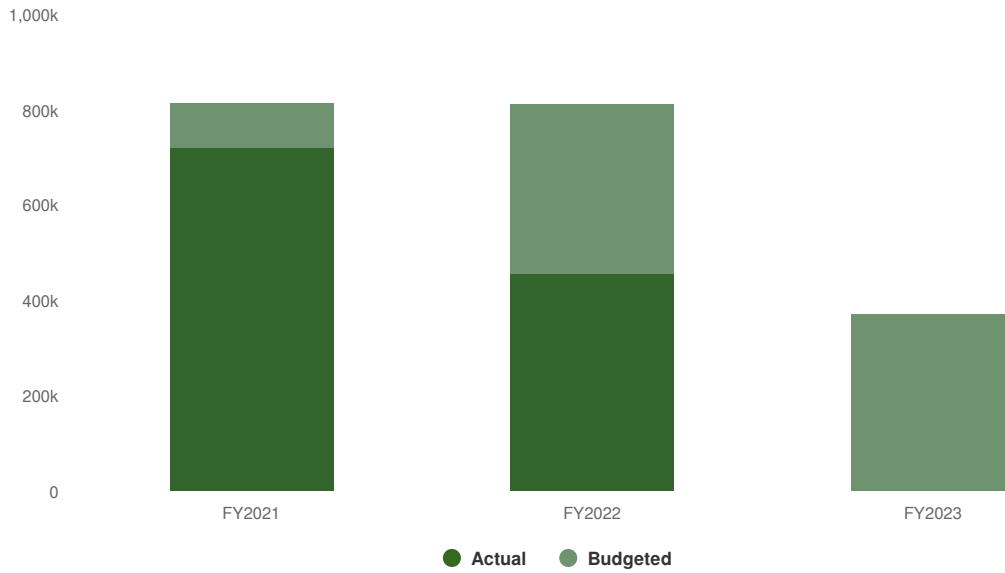


Expenditures Summary

\$372,490 **-\$437,772**
(-54.03% vs. prior year)

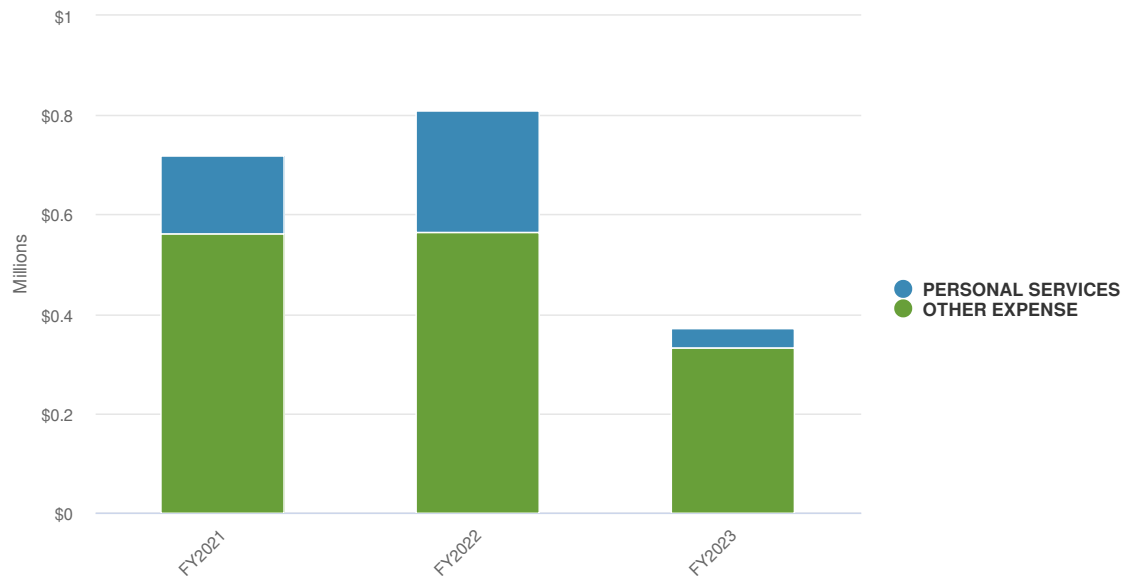


Rinks Enterprise Proposed and Historical Budget vs. Actual



Budget Detail

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$127,464	\$57,687	\$0	-\$127,464
SALARIES & WAGES TEMPORARY	\$117,360	\$19,275	\$40,000	-\$77,360
HOLIDAYS NON-UNION	\$977	\$0	\$0	-\$977



Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Total PERSONAL SERVICES:	\$245,801	\$76,962	\$40,000	-\$205,801
OTHER EXPENSE				
ELECTRICITY	\$204,216	\$103,521	\$60,000	-\$144,216
NATURAL GAS	\$42,000	\$7,955	\$5,000	-\$37,000
NON-ENERGY UTILITIES	\$3,000	\$946	\$1,000	-\$2,000
R&M - REC FACIL/PARKS/PLAYGRND	\$6,000	\$0	\$0	-\$6,000
R&M - TOOLS & EQUIPMENT	\$1,750	\$0	\$0	-\$1,750
RENTALS EQUIPMENT	\$0	\$808	\$0	\$0
PROFESSIONAL & TECHNICAL SVC	\$52,257	\$23,954	\$15,000	-\$37,257
SUPPLIES	\$12,500	\$352	\$10,000	-\$2,500
CUSTODIAL & MAINT SUPPLIES	\$1,500	\$0	\$0	-\$1,500
PRINCIPAL ON LONG TERM DEBT	\$190,000	\$190,000	\$200,000	\$10,000
INTEREST ON LTD	\$51,238	\$51,237	\$41,490	-\$9,748
Total OTHER EXPENSE:	\$564,461	\$378,774	\$332,490	-\$231,971
Total Expense Objects:	\$810,262	\$455,736	\$372,490	-\$437,772

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Facilities Mgr - Ice Rink	2022-08-01	1	100%	\$59,763	\$59,878	NU11
Ice Resurf/Oper Specialist	2022-07-01	1	100%	\$49,932	\$50,028	NU14



Debt Service

This allotment is to finance the debt service on all City bonds with the exception of Water, Sewer, and Ice Rink Enterprise debt issues. Funds to cover Enterprise debt service are included in the respective Enterprise Fund Budgets. Funds budgeted in the cost codes below cover debt on a wide variety of projects, including Schools, equipment, street improvements, renovations to public buildings, and improvements to the City's many recreational facilities.

PRINCIPAL ON LONG TERM DEBT

This allotment covers the cost of principal payments on the City's existing bonded debt with the exception of Enterprise debt service, which is included in their respective budgets.

PRINCIPAL ON NOTES

This allotment covers the cost of interest-only payments on the City's new Bond Anticipation Notes (BANs) with the exception of Enterprise fund BAN interest.

INTEREST

The interest the City pays on Bond Anticipation Notes and bond issues is determined primarily by market conditions, the City's credit rating, the maturity schedule of the issue, and the supply of bonds at the time of the issue. The overall market interest rates have remained near historic lows for some time and coupled with the City's strong credit rating have benefited the City with very favorable rates.

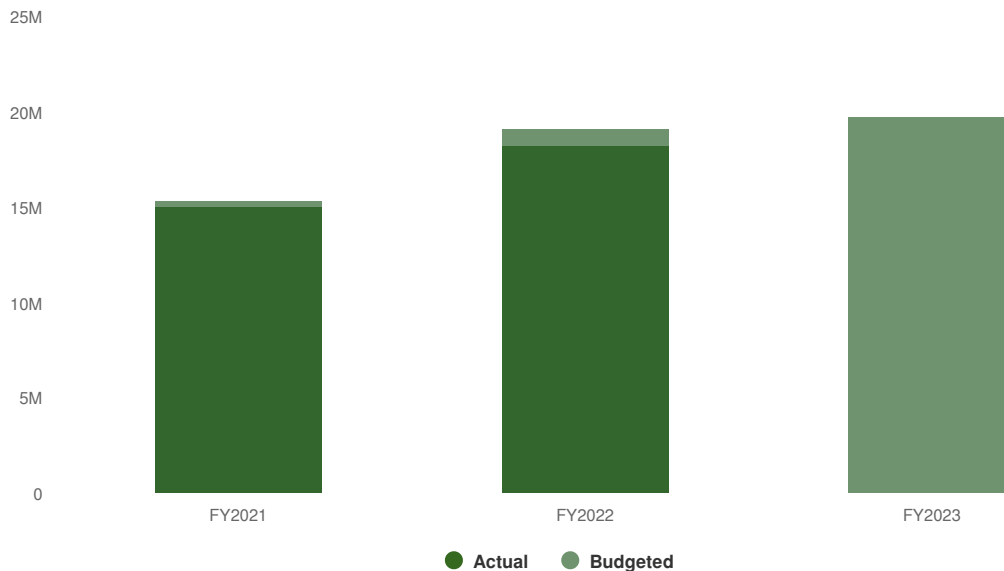
DEBT EXCLUSION

The FY23 budget proposal excludes debt service for the Somerville High School reconstruction project from the Proposition 2 1/2 limit. This amount is \$6,602,864 and is included in the budget below.

Expenditures Summary

\$19,725,403 **\$639,550**
(3.35% vs. prior year)

Debt Service Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
OTHER EXPENSE				
PRINCIPAL ON LNG TRM DEBT	\$9,237,147	\$9,237,147	\$10,537,790	\$1,300,643
INTEREST ON LTD	\$8,979,200	\$8,979,198	\$8,042,943	-\$936,257
INTEREST ON NOTES-BAN	\$859,506	\$0	\$1,134,670	\$275,164
INTEREST ON TAX ABATEMENT	\$10,000	\$0	\$10,000	\$0
Total OTHER EXPENSE:	\$19,085,853	\$18,216,345	\$19,725,403	\$639,550
Total Expense Objects:	\$19,085,853	\$18,216,345	\$19,725,403	\$639,550



State Assessments

The Cherry Sheet is a form showing all state and county charges assessed against the City, as certified by the State Director of Accounts. The figures shown here are based on the latest version of the FY23 Cherry Sheet.

RETIRED EMPLOYEE HEALTH INSURANCE

This item is intended to reimburse the state for the costs of providing a health insurance plan for governmental retirees who were pensioned prior to the implementation of Chapter 32B by their local governmental unit. Chapter 32B enabled municipalities to establish a mechanism for group insurance for retirees. Each participating municipality is assessed for the governmental share of health insurance premiums paid on behalf of its retirees by the state. The state pays 90 percent of the total premium; the retiree's co-payment is 10 percent of the total premium as well as full payment for catastrophic illness coverage. A proportionate share of administrative expenses is also assessed to each municipality.

AIR POLLUTION CONTROL

The Department of Environmental Protection supervises six districts statewide. The Metropolitan Boston Control District, of which Somerville is a member, has a staff of 35 pollution inspectors. The Commission is empowered through the Office of the Governor and has a mandate to control air pollution through the enforcement of the Metropolitan Boston Air Pollution Control Acts.

METROPOLITAN AREA PLANNING COUNCIL

Assessments are made to municipalities to finance the Metropolitan Area Planning Council (MAPC), which serves 101 communities. The MAPC promotes urban planning, regional collaboration and responds to common urban problems of member communities.

MBTA

The Massachusetts Bay Transportation Authority (MBTA) provides bus/minibus, trackless trolley and underground subway transportation across the city. The MBTA is composed of 175 communities: the 14 original member communities of the Metropolitan Transit Authority and 161 additional communities that are receiving MBTA service. The MBTA is required to assess each community's share of the overall assessment. All communities associated with the Authority must contribute to the MBTA State and Local Assistance Fund an amount not less than \$136,026,868. Beginning in FY07, this amount is adjusted each July 1 by the rate of inflation unless the total assessment exceeds 102.5 percent of the previous year's assessment. An individual community's assessment is determined based on the following formula: each community's assessment shall equal its weighted share of the total population of the 175 communities in the MBTA. Chapter 161A of the Acts of 2000, which increased the number of communities in the MBTA from 78 to 175, also determined the share for each community in conjunction with the 2000 U.S. Census. A portion of the total MBTA assessment supports the Boston District Commission (the District), which is responsible for bonds issued by the Transportation Authority prior to the creation of the Metropolitan Transit Authority in 1947. This assessment pays for administrative costs incurred by the District and is charged to the 14 cities and towns of the Boston Metropolitan District in proportion to their share of the District's total equalized valuation. The MBTA covers the District's debt service costs.

REGISTRY OF MOTOR VEHICLES-HOLD PROGRAM

Since February 1985, the Parking Violations Bureau has implemented a provision of Massachusetts General Laws, Chapter 90, which enables the City to request that the state Registry of Motor Vehicles not renew the license and registration of an operator/owner of a motor vehicle who has two or more outstanding parking tickets. This provision is imposed after the motorist has failed to pay the parking tickets and had an opportunity for a hearing. This program has resulted in a significant decrease in the number of delinquent State Assessments payments.

EDUCATION

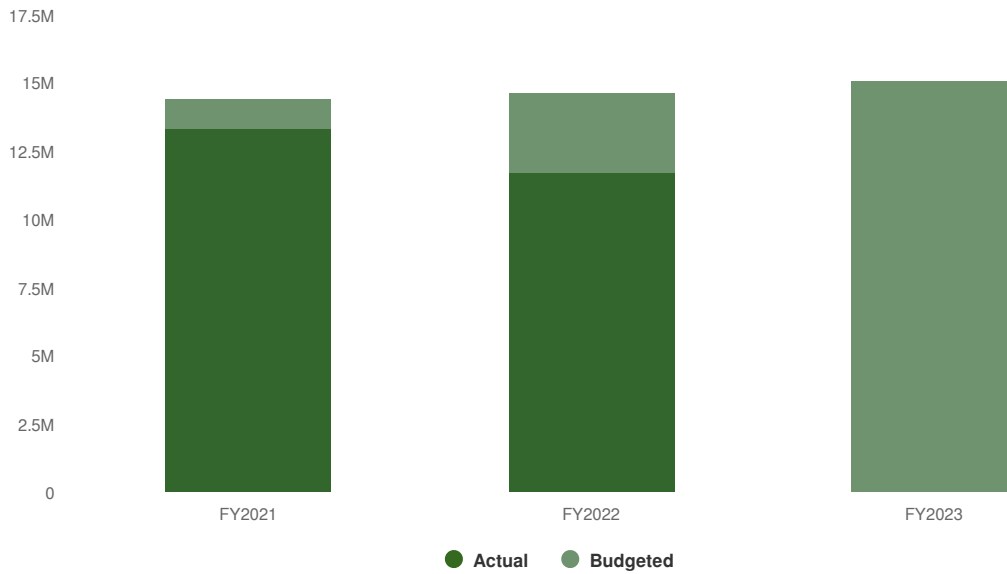
The primary component of this allocation is the Charter School Sending Tuition assessment which is the amount charged for Somerville students who attend charter schools. The amount is based on the number of students multiplied by the tuition rate of the charter school as calculated by the state. The other assessments contained in this allotment are for grandfathered costs for special education services (Chapter 766 of the Acts of 1972) provided by other districts for students who are state wards who reside in Somerville and school choice tuition charges (Chapter 71 of the Acts of 1993), which are for Somerville residents attending another school district under school choice.

Expenditures Summary



\$15,083,970 **\$451,504**
(3.09% vs. prior year)

State Assessments Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
ORDINARY MAINTENANCE				
SPECIAL EDUCATION C/SHT	\$3,031	\$2,600	\$22,503	\$19,472
AIR POLLUTION CONTL DIST	\$32,022	\$26,690	\$32,473	\$451
METROPOLTN PLANNG COUNCIL	\$44,823	\$37,360	\$45,265	\$442
RMV NON-RENEWAL SURCHARGE	\$195,460	\$153,722	\$184,000	-\$11,460
SCHOOL CHOICE ASSESSMENT	\$106,103	\$718,045	\$97,493	-\$8,610
CHARTER SCH SENDING TUIT	\$8,721,883	\$6,187,124	\$9,086,543	\$364,660
MBTA ASSESSMENTS	\$5,527,981	\$4,606,660	\$5,614,530	\$86,549
BOSTON METRO TRANSIT	\$1,163	\$970	\$1,163	\$0
Total ORDINARY MAINTENANCE:	\$14,632,466	\$11,733,171	\$15,083,970	\$451,504
Total Expense Objects:	\$14,632,466	\$11,733,171	\$15,083,970	\$451,504



Health Insurance, Life Insurance, & Medicare

This budget organization provides a centralized cost center for several employee and retiree benefits.

HEALTH INSURANCE

The City participates in the Commonwealth of Massachusetts Group Insurance Commission (GIC). The GIC offers a number of health maintenance organization (HMO), preferred provider (PPO), and indemnity health plan options to employees and retirees delivered through Tufts Health Plan, Harvard Pilgrim, and Unicare. Beginning in FY16, the City funds 80% of the premium costs for HMO and PPO plans and 75% of the premium costs for indemnity plans; the subscribers contribute 20% and 25% respectively. The budgetary item is the City's share of health insurance costs and does not represent the full cost of health insurance. The full cost of health insurance is financed through a combination of city appropriations, employee and retiree contributions, and grant reimbursements. In FY23, the City will use all of these sources to meet its obligation to fund health insurance.

MEDICARE PAYROLL TAX

Pursuant to federal law, all employees hired after April 1, 1986 are subject to a 1.45% payroll tax to pay for future Medicare coverage. The City is obligated to match this 1.45% payment.

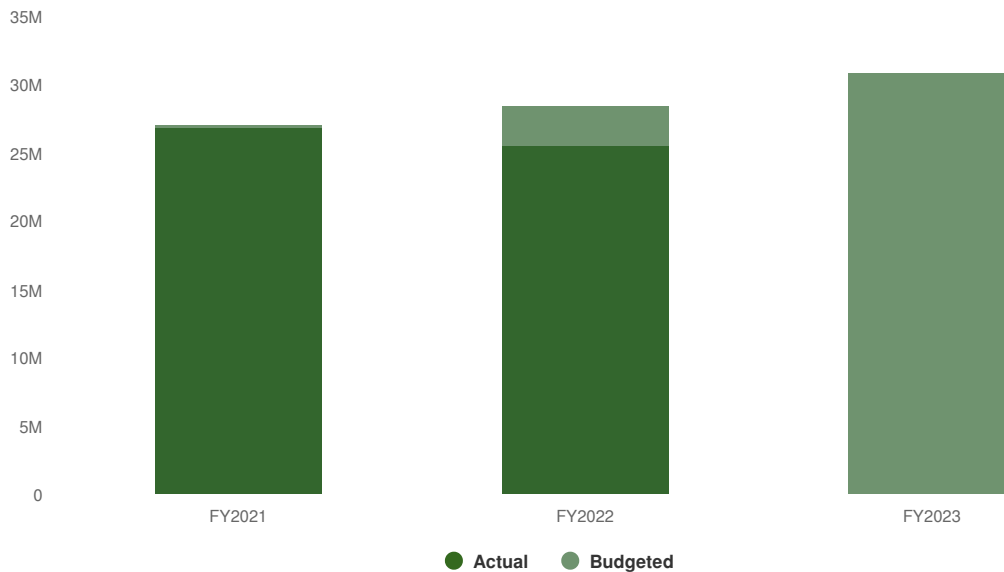
LIFE INSURANCE

Employees can elect to enroll in a \$5,000 life insurance policy offered through Boston Mutual Life Insurance where the City contributes half the cost of the premium. Additional life insurance can be purchased at the employees' expense.

Expenditures Summary

\$30,926,413 **\$2,448,827**
(8.60% vs. prior year)

Health & Life Insurance, Medicare Proposed and Historical Budget vs. Actual



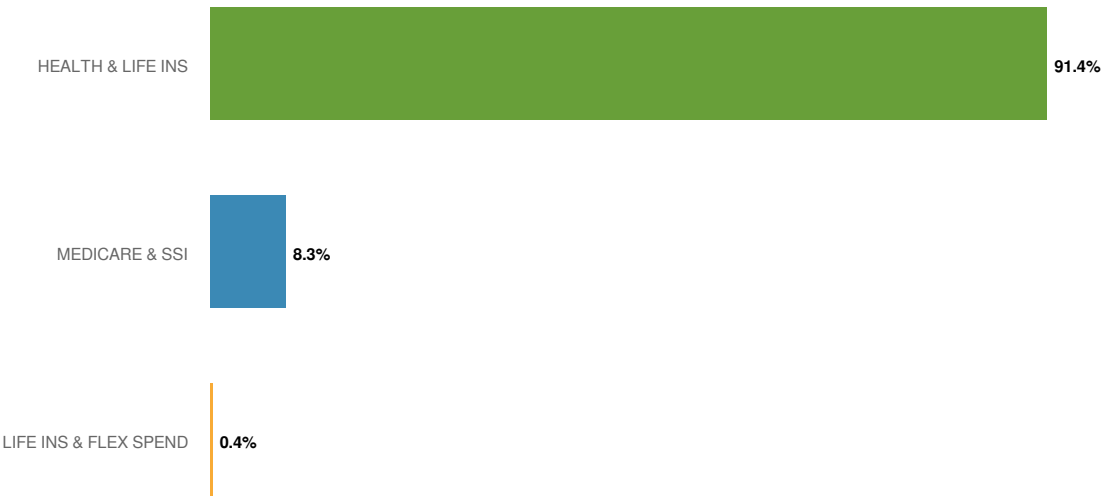
Expenditures by Expense Type

Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
HEALTH INSURANCE	\$25,340,952	\$0	\$27,624,405	\$2,283,453
GIC HEALTH OPT OUT	\$336,600	\$312,996	\$417,894	\$81,294
GIC ACTIVE-CITY	\$0	\$7,909,687	\$0	\$0
GIC ADMIN ACTIVE-CITY	\$0	\$27,684	\$0	\$0
GIC ACTIVE-SCHOOL	\$0	\$7,507,310	\$0	\$0
GIC ADMIN ACTIVE-SCHOOL	\$0	\$26,276	\$0	\$0
GIC RETIREE-CITY	\$0	\$4,444,687	\$0	\$0
GIC ADMIN RETIREE-CITY	\$0	\$15,556	\$0	\$0
GIC RETIREE-SCHOOL	\$0	\$2,859,511	\$0	\$0
GIC ADMIN RETIREE-SCHOOL	\$0	\$10,008	\$0	\$0
GIC SURV SPOUSE-CITY	\$0	\$217,951	\$0	\$0
GIC ADMIN SURV SPOUSE-CITY	\$0	\$763	\$0	\$0
FLEX SPEND BENEFIT	\$20,000	\$8,050	\$20,000	\$0
LIFE INSURANCE - CITY	\$28,860	\$22,753	\$28,305	-\$555
LIFE INSURANCE - SCHOOL	\$15,651	\$16,766	\$15,929	\$278
LIFE INSURANCE - CITY RETIREES	\$26,529	\$23,149	\$24,975	-\$1,554
LIFE INS. - SCHOOL RETIREES	\$19,647	\$19,036	\$19,314	-\$333
MEDICARE INSURANCE	\$2,464,847	\$1,991,901	\$2,563,441	\$98,594
Total PERSONAL SERVICES:	\$28,253,086	\$25,414,085	\$30,714,263	\$2,461,177
ORDINARY MAINTENANCE				
PROFESSIONAL & TECHNICAL SVC	\$30,000	\$2,499	\$20,000	-\$10,000
MEDICARE PENALTIES	\$194,500	\$159,865	\$192,150	-\$2,350
Total ORDINARY MAINTENANCE:	\$224,500	\$162,363	\$212,150	-\$12,350
Total Expense Objects:	\$28,477,586	\$25,576,448	\$30,926,413	\$2,448,827

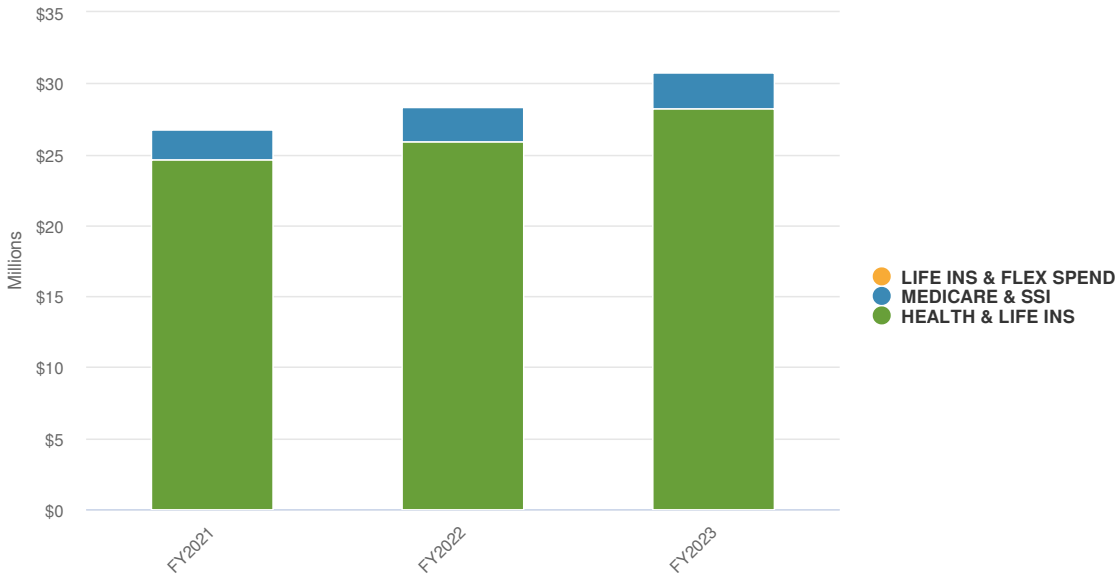


Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



Name	Account ID	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	FY2022 Original Budget vs. FY2023 Budgeted (% Change)	\$ Change	Notes



Name	Account ID	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	FY2022 Original Budget vs. FY2023 Budgeted (% Change)	\$ Change	Notes
Expenditures							
OTHER							
HEALTH & LIFE INS							
HEALTH INSURANCE	0001-9-0000- 000000-900-901- 0000-51-517003	\$25,340,952	\$0	\$27,624,405	9%	\$2,283,453	
GIC HEALTH OPT OUT	0001-9-0000- 000000-900-901- 0000-51-517050	\$336,600	\$312,996	\$417,894	24.2%	\$81,294	
GIC ACTIVE-CITY	0001-9-0000- 000000-900-901- 0000-51-517051	\$0	\$7,909,687	\$0	0%	\$0	
GIC ADMIN ACTIVE-CITY	0001-9-0000- 000000-900-901- 0000-51-517052	\$0	\$27,684	\$0	0%	\$0	
GIC ACTIVE- SCHOOL	0001-9-0000- 000000-900-901- 0000-51-517053	\$0	\$7,507,310	\$0	0%	\$0	
GIC ADMIN ACTIVE-SCHOOL	0001-9-0000- 000000-900-901- 0000-51-517054	\$0	\$26,276	\$0	0%	\$0	
GIC RETIREE- CITY	0001-9-0000- 000000-900-901- 0000-51-517055	\$0	\$4,444,687	\$0	0%	\$0	
GIC ADMIN RETIREE-CITY	0001-9-0000- 000000-900-901- 0000-51-517056	\$0	\$15,556	\$0	0%	\$0	
GIC RETIREE- SCHOOL	0001-9-0000- 000000-900-901- 0000-51-517057	\$0	\$2,859,511	\$0	0%	\$0	
GIC ADMIN RETIREE- SCHOOL	0001-9-0000- 000000-900-901- 0000-51-517058	\$0	\$10,008	\$0	0%	\$0	
GIC SURV SPOUSE-CITY	0001-9-0000- 000000-900-901- 0000-51-517059	\$0	\$217,951	\$0	0%	\$0	
GIC ADMIN SURV SPOUSE- CITY	0001-9-0000- 000000-900-901- 0000-51-517060	\$0	\$763	\$0	0%	\$0	
PROFESSIONAL & TECHNICAL SVC	0001-9-0000- 000000-900-901- 0000-52-530000	\$30,000	\$2,499	\$20,000	-33.3%	-\$10,000	
MEDICARE PENALTIES	0001-9-0000- 000000-900-901- 0000-52-578032	\$194,500	\$159,865	\$192,150	-1.2%	-\$2,350	
Total HEALTH & LIFE INS:		\$25,902,052	\$23,494,792	\$28,254,449	9.1%	\$2,352,397	
LIFE INS & FLEX SPEND							



Name	Account ID	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	FY2022 Original Budget vs. FY2023 Budgeted (% Change)	\$ Change	Notes
FLEX SPEND BENEFIT	0001-9-0000- 000000-900-902- 0000-51-517005	\$20,000	\$8,050	\$20,000	0%	\$0	
LIFE INSURANCE - CITY	0001-9-0000- 000000-900-902- 0000-51-517601	\$28,860	\$22,753	\$28,305	-1.9%	-\$555	
LIFE INSURANCE - SCHOOL	0001-9-0000- 000000-900-902- 0000-51-517602	\$15,651	\$16,766	\$15,929	1.8%	\$278	
LIFE INSURANCE - CITY RETIREES	0001-9-0000- 000000-900-902- 0000-51-517603	\$26,529	\$23,149	\$24,975	-5.9%	-\$1,554	
LIFE INS. - SCHOOL RETIREES	0001-9-0000- 000000-900-902- 0000-51-517604	\$19,647	\$19,036	\$19,314	-1.7%	-\$333	
Total LIFE INS & FLEX SPEND:		\$110,687	\$89,756	\$108,523	-2%	-\$2,164	
MEDICARE & SSI							
MEDICARE INSURANCE	0001-9-0000- 000000-900-903- 0000-51-517900	\$2,464,847	\$1,991,901	\$2,563,441	4%	\$98,594	
Total MEDICARE & SSI:		\$2,464,847	\$1,991,901	\$2,563,441	4%	\$98,594	
Total OTHER:		\$28,477,586	\$25,576,448	\$30,926,413	8.6%	\$2,448,827	
Total Expenditures:		\$28,477,586	\$25,576,448	\$30,926,413	8.6%	\$2,448,827	



Worker's Compensation

The Workers' Compensation Division is located within the Human Resources Department. Workers' Compensation administers benefits for all City of Somerville and Somerville Public School employees excluding public safety officials. The goal of the Workers' Compensation Division is to ensure that eligible, injured employees receive quality and timely medical services, receive timely benefits, and return to work as soon as they are capable.

Workers Compensation Insurance Fund

In 2021, the City Council adopted MGL Chapter 40, Section 13A [2](#), and established a Workers Compensation Insurance Fund. This fund allows the City to more effectively manage payments, claims, and medical bills associated with Workers Compensation activities. Expenses for these activities are unpredictable and frequently cannot be resolved within the context of one fiscal year. The fund provides more management flexibility and allows the Workers Compensation Agent to carry forward encumbrances into successive fiscal years and budget with a longer-term outlook.

The FY22 budget proposes funding the Workers Compensation Insurance Fund at \$775,000, \$40,000 higher than FY21. This funding is shown in the appropriation order under the "Transfer to Special Revenue" line.

The budget for this fund is proposed as:

517001 --- Workers Compensation \$465,000
 530001 --- Medical & Dental Services \$200,000
 576000 --- Judgements/Settlements \$110,000

Expenditures by Expense Type

Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$88,224	\$76,721	\$91,788	\$3,564
WORKERSCOMP REEMPLOY	\$10,500	\$0	\$10,500	\$0
HOLIDAYS NON-UNION	\$676	\$338	\$176	-\$500
Total PERSONAL SERVICES:	\$99,400	\$77,059	\$102,464	\$3,064
ORDINARY MAINTENANCE				
PROFESSIONAL & TECHNICAL SVC	\$20,000	\$4,510	\$20,000	\$0
EMPLOYEE TRAINING COURSES	\$10,000	\$994	\$10,000	\$0
LEGAL SERVICES	\$30,000	\$10,513	\$30,000	\$0
OFFICE FURNITURE NOT CAPITALIZ	\$10,000	\$3,678	\$10,000	\$0
MEDICAL & DENTAL SUPPLIES	\$1,600	\$4,378	\$1,600	\$0
PUBLIC SAFETY SUPPLIES	\$17,500	\$0	\$17,500	\$0
IN STATE TRAVEL	\$750	\$292	\$750	\$0
Total ORDINARY MAINTENANCE:	\$89,850	\$24,364	\$89,850	\$0
Total Expense Objects:	\$189,250	\$101,423	\$192,314	\$3,064

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation	Grade
Manager of Employee Safety & Training	2022-07-01	1	100%	\$91,788	\$91,964	NU9



Unemployment Compensation

In Chapter 720 of the Acts of 1977, the Massachusetts Legislature extended unemployment compensation to eligible state and local government employees. The City provides a reimbursement method of payment to the Department of Labor and Workforce Development. This allotment also provides funds for disability insurance for non-union employees who suffer long-term, disabling injuries or illnesses as well as certain other contractually required coverage.

Expenditures by Expense Type

Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
UNEMPLOYMENT INSURANCE	\$215,131	\$23,606	\$215,131	\$0
Total PERSONAL SERVICES:	\$215,131	\$23,606	\$215,131	\$0
Total Expense Objects:	\$215,131	\$23,606	\$215,131	\$0



Pension

The Somerville Retirement System is one of 105 contributory retirement systems for public employees in Massachusetts. A Retirement Board governs each system, and all boards, although operating independently, are bound together under one Retirement Law, Chapter 32 of the Massachusetts General Laws. Chapter 32 establishes benefits, contribution requirements, and an accounting and funds structure for all systems. The Somerville Retirement Board is the Administrator of the Somerville Retirement System. The Public Employee Retirement Administration Commission (PERAC) is the state regulatory authority that oversees all retirement systems in the Commonwealth.

PERAC is required by Chapter 32 to oversee an actuarial valuation of each retirement system every three years. Actuarial funding determines the annual cost to fund a retirement system's cost of benefits that accrue during the current year (normal cost) as well as the costs associated with any past service liability (unfunded actuarial accrued liability). The funding schedule derived from the actuarial valuation determines the series of payments to pay the annual normal cost as well as to amortize the unfunded accrued liability over a period of years. In accordance with Chapter 32, each retirement system's unfunded accrued liability must be fully paid off by 2040. The City is required to pay into the Retirement System the actuarially determined contribution. The budgeted appropriation is the actuarially determined contribution for FY23.

The Non-Contributory Pension Appropriation funds the pension costs for city retirees predating the adoption of Chapter 32 and for special situations requiring home-rule exemption from Chapter 32.

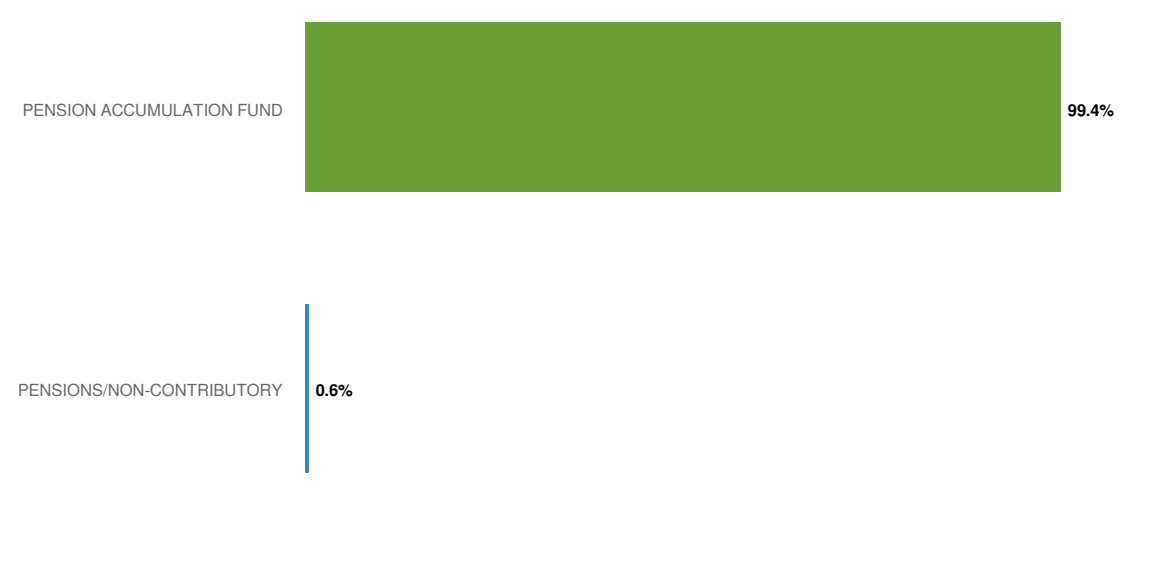
Expenditures by Expense Type

Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
RETIREMENT FUND	\$15,500,453	\$15,500,453	\$15,936,990	\$436,537
Total PERSONAL SERVICES:	\$15,500,453	\$15,500,453	\$15,936,990	\$436,537
ORDINARY MAINTENANCE				
PENSIONS/NON-CONTRIBUTORY	\$94,133	\$78,444	\$94,133	\$0
Total ORDINARY MAINTENANCE:	\$94,133	\$78,444	\$94,133	\$0
Total Expense Objects:	\$15,594,586	\$15,578,897	\$16,031,123	\$436,537

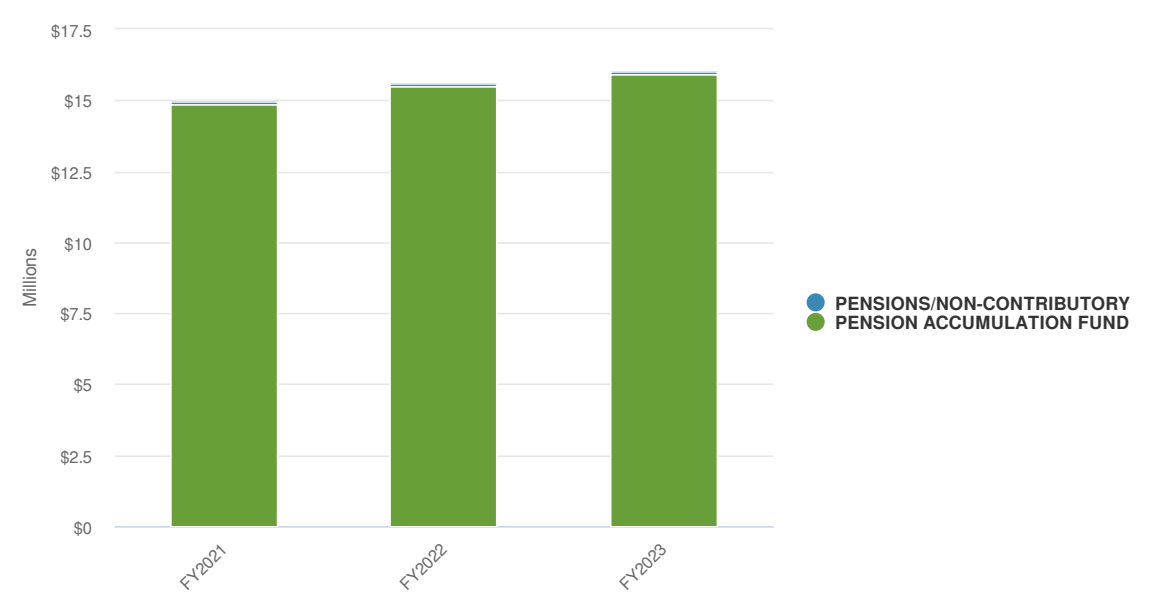


Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



Name	Account ID	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	FY2022 Original Budget vs. FY2023 Budgeted (% Change)	\$ Change	Notes



Name	Account ID	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	FY2022 Original Budget vs. FY2023 Budgeted (% Change)	\$ Change	Notes
Expenditures							
OTHER							
PENSIONS/NON- CONTRIBUTORY							
PENSIONS/NON- CONTRIBUTORY	0001-9-0000- 000000-900-920- 0000-52-578020	\$94,133	\$78,444	\$94,133	0%	\$0	
Total PENSIONS/NON- CONTRIBUTORY:		\$94,133	\$78,444	\$94,133	0%	\$0	
PENSION ACCUMULATION FUND							
RETIREMENT FUND	0001-9-0000- 000000-900-921- 0000-51-517004	\$15,500,453	\$15,500,453	\$15,936,990	2.8%	\$436,537	
Total PENSION ACCUMULATION FUND:		\$15,500,453	\$15,500,453	\$15,936,990	2.8%	\$436,537	
Total OTHER:		\$15,594,586	\$15,578,897	\$16,031,123	2.8%	\$436,537	
Total Expenditures:		\$15,594,586	\$15,578,897	\$16,031,123	2.8%	\$436,537	



Salary Contingency

The appropriation for Salary Contingency funds various salary and benefit items for both union and non-union employees that cannot be covered in the departmental budgets. The Salary Contingency funds collective bargaining agreement settlements, salary adjustments not budgeted in departmental accounts, cost of-living allowances, staffing for temporary vacancies, and administrative leaves. Some of the most common employee benefits funded are sick-leave buybacks, vacation payouts, and perfect attendance allowances. The City also maintains a Wage and Salary Stabilization Fund for similar purposes.

Expenditures by Expense Type

Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
PERSONAL SERVICES				
SALARIES	\$1,591,633	\$205,111	\$1,638,735	\$47,102
PERFECT ATTENDANCE	\$82,000	\$0	\$82,000	\$0
SICK LEAVE BUYBACK	\$53,045	\$236	\$53,045	\$0
Total PERSONAL SERVICES:	\$1,726,678	\$205,346	\$1,773,780	\$47,102
Total Expense Objects:	\$1,726,678	\$205,346	\$1,773,780	\$47,102



Damages & Building Insurance

The City appropriates money to a “Damages to Persons and Property” account to fund any potential unforeseen litigation settlements. The City’s Law Department represents the City in all pending and newly filed litigation matters. The Department has successfully minimized the amount of judgments and settlements in negligence cases and contract actions. The City holds an insurance policy on its buildings as well.

Expenditures by Expense Type

Name	FY2022 Original Budget	FY2022 Actual	FY2023 Adopted Budget	\$ Change
Expense Objects				
ORDINARY MAINTENANCE				
BUILDING INSURANCE	\$1,028,500	\$891,904	\$990,264	-\$38,236
JUDGEMENTS/SETTLEMENT OF CLAIMS	\$175,000	\$536,355	\$175,000	\$0
Total ORDINARY MAINTENANCE:	\$1,203,500	\$1,428,259	\$1,165,264	-\$38,236
Total Expense Objects:	\$1,203,500	\$1,428,259	\$1,165,264	-\$38,236



Revolving Funds

A departmental revolving fund is a place to set aside revenue received, through fees and charges, for providing a specific service or program. The revenue pool is, in turn, a source of funds available to use by a department without further appropriation to support the particular service or program. Most frequently, cities and towns create general departmental revolving funds under M.G.L. Ch. 44 Sec. 53E½. The fund is created with an initial Board of Aldermen authorization that identifies which department's receipts are to be credited to the revolving fund and specifies the program or purposes for which money may be spent. It designates the department, board or official with authority to expend the funds and places a limit on the total amount of the annual expenditure. To continue the revolving fund in subsequent years, annual approval of a similar article is necessary. Managers are also required, each year, to report on the fund and program activities.

Under Sec. 53E½, any expenditure from a revolving fund is restricted to the then current fund balance or to the authorized spending limit. If a revolving fund balance remains after total spending has reached the authorized limit, the balance carries over to the next fiscal year. Interest that accrues on a revolving fund balance under Sec. 53E½ reverts to the general fund. However, if the revolving fund is not reauthorized, any remaining balance closes to free cash, unless it is transferred by the legislative body to another revolving fund.

FY23 Revolving Funds

REVOLVING FUND	Spending Cap	Department
PLANNING AND ZONING	\$75,000	OSPCD-PLANNING
COUNCIL ON AGING	\$160,000	COUNCIL ON AGING
DEDICATION SIGN ACCOUNT	\$2,500	TRAFFIC & PARKING
SOMERTIME REVOLVING	\$100,000	PARKS & RECREATION
MOBILE FARMERS MARKET	\$45,000	HEALTH & HUMAN SERVICES
SPECIAL EVENTS	\$10,000	DPW
COMMUNITY GARDENS	\$2,000	OSPCD
NIBBLE KITCHEN	\$125,000	ARTS COUNCIL

Accessible Parking Violations Revolving Fund

In 2022, the City Council authorized under MGL Section 22G  the Somerville Commission for People with Disabilities to spend funds derived from accessible parking violations. The Somerville Commission for Persons with Disabilities intends to use the funds collected from accessible parking violations for the following uses:

Equipment

Physical items intended to increase access, opportunities, or representation for disabled people.

Programming and Grants

Funding for events or programming centered around disability, to increase community access, or to provide support for disabled young people.

Operational and Capacity Building

Funding to increase the effectiveness of the Commission's work, through trainings, publicity, education, or other means.

As of May 2022, the funds available for use total \$75,000.



PEG/Access Fund

FUNDING SOURCE: The Cable Television PEG Access Fund (Formerly Cable/Telco Revolving) is funded by cable franchise fees provided to the City of Somerville as provided by the Cable Franchise Agreements with RCN and Comcast as stipulated by the federal Cable Communications Policy Act.

ESTABLISHED PURPOSE: Payment of salaries, professional and technical services, and equipment for the following purposes: Produce content, program, and administer the City's two municipal cable television channels and related media (YouTube and LiveStreaming); regulate the license agreements with COMCAST and RCN.

RECEIPTS CREDITED: Cable Franchise Fees

AUTHORIZED OFFICER: Director of Communications

FY23 Budget

PEG ACCESS BUDGET SUBMITTAL FY2023

FY22	FY23	FY22
511000 - Salaries	\$ 236,034.66	\$ 226,434.00
512000 - Salaries and temp wages	\$ 39,500.00	\$ 39,500.00
513000 - Overtime	\$ 9,750.00	\$ 9,750.00
515000 - Fringe Benefits	\$ 50,656.12	\$ 50,292.00
515006 - Non Union Holiday	\$ 452.00	\$ 1,736.00
519000 - Other P.S.		
524000 - R & M Equip	\$ 24,950.00	\$ 24,950.00
527015 - Rentals		
527019 - Water	\$ 120.00	\$ 120.00
530000 - Prof & Tech Svc	\$ 15,000.00	\$ 13,650.00
530008 - Employee Training Courses	\$ 2,500.00	\$ 2,000.00
530010 - Legal Svc	\$ 15,000.00	\$ 10,000.00
530011 - Advertising	\$ 600.00	\$ 600.00
534003 - Postage	\$ 150.00	\$ 150.00
534006 - Express/Freight	\$ 300.00	\$ 300.00
534011 - Licensing Fees	\$ 4,400.00	\$ 4,000.00
542000 - Office Supplies	\$ 900.00	\$ 900.00
542001 - Printing & Stationery	\$ 2,500.00	\$ 1,600.00
551010 - A/V Supplies	\$ 17,000.00	\$ 20,000.00
571000 - In State Travel	\$ 300.00	\$ 300.00
573000 - Dues & Memberships	\$ 550.00	\$ 525.00
TOTALS	\$ 420,662.78	\$ 406,807.00

Percent Change FY22 to FY23

3.41%

Personnel Listing

Position Name	Start Date	FTE	Allocation %	FY23 Base Salary	FY23 Total Compensation
Director of CityTV Operations	2022-07-01	1	100%	\$88,212	\$88,381
Producer/EdTV Manager	2022-07-01	1	100%	\$79,539	\$79,692
Senior Program Manager	2022-07-01	1	100%	\$67,830	\$67,960



Community Preservation Act Fund

The Community Preservation Act (CPA) Fund was established after the voters of Somerville overwhelmingly adopted the CPA (M.G.L. Ch. 44b) in November 2012. The CPA creates a dedicated funding source for the City to invest in affordable housing, historic preservation, and open space and recreational land projects.

The Community Preservation Committee is responsible for implementing the CPA in Somerville, by working with the community to establish priorities for how CPA funding should be spent and making recommendations to the City Council for specific projects to receive funding. The Committee also submits an annual budget to the City Council which is determined in part by the enabling state CPA legislation. The legislation allows communities to devote up to 5% of estimated annual CPA revenue to the administrative and operating expenses of the Committee and requires communities to devote a minimum of 10% of estimated annual CPA revenue to each funding category: affordable housing, historic resources, and open space and recreational land. The Community Preservation Committee is recommending the prior year minimums remain the same at 50% for affordable housing, 15% for historic resources, and 20% for open space/recreational land.

FY23 Budget

Community Preservation Act Fund	FY23 Budget		
Estimated new revenue			
Surcharge revenue	2,824,210		
State match of previous year's local revenue	1,038,656		
Total	3,862,866		
New appropriations and reserves			
Admin and Operating Expenses of Committee (5% of estimated revenue)	193,143	Estimated Debt Service	Total Available for FY23 Projects
Open Space and Recreation Reserve (20% of estimated revenue)	772,573	0	772,573
Historic Resources Reserve (15% of estimated revenue)	579,430	128,144	451,286
Community Housing Reserve (50% of estimated revenue)	1,931,433	312,750	1,618,683
Budgeted Reserve (10% of estimated revenue)	386,287		386,287
FY20 City Appropriation	0		0
Total	3,862,866	440,894	3,228,829

Community Preservation Act Fund	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Thru 5/11	FY22 Estimated
Total Funding Available	2,488,260	2,656,652	3,612,817	3,862,866	3,862,866
Surcharge Revenue	1,953,030	2,161,427	2,979,835	2,824,210	2,824,210
City Appropriation*	100,000	0	0	0	0
State Match of Previous Year's Local Revenue	432,342	492,059	616,084	1,038,656	1,038,656
Interest	2,888	3,165	16,898	0	0
Appropriations and Encumbrances	2,313,785	2,228,074	2,508,350	3,282,352	3,282,352
Committee admin expenses (up to 5% of annual revenue)	98,624	111,039	69,964	107,886	107,886
Open Space and Recreation Projects	71,000	622,000	631,658	560,200	560,200
Open Space and Recreation Debt Service	0	0	0	0	0
Historic Resources Projects	747,175	543,436	355,114	681,463	681,463
Historic Resources Debt Service	0	0	131,143	128,144	128,144
Community Housing Projects	1,396,986	951,599	1,320,471	1,491,909	1,491,909
Community Housing Debt Service	0	312,153	314,500	312,750	312,750

Personnel List

Position	Current Base	Fiscal Year Base	Full Salary	CPA Salary	OSPCD
Community Preservation Act Manager	1,698.59	88,326.46	88,326.46	79,493.81	17,665.29



Pay-Go Capital

Budget Details

Capital Outlay Changes

Capital Outlay is a new cost center in the FY23 budget, funded at \$1.5 million dollars.

The proposed expenditures of this budget are broken down in the following way:

- \$500,000 for departmental vehicle purchases. Multiple requests for replacement or new vehicles come in each year; an interdepartmental group will endeavor to prioritize the needs of departments and make purchases accordingly.
- \$500,000 for road paving and reconstruction. In continuation of FY22's street reconstruction funding on the General Fund, this funding will supplement Chapter 90 and bond funds to repair and repave the streets of Somerville.
- \$500,000 as a funding source for building improvements. The City has identified a number of building system improvements that do not qualify as capital expenditures (and are therefore ineligible for borrowing). This funding will go towards maintaining and improving systems in city-owned buildings with a primary focus on school buildings.



APPENDICES



Acronyms & Terms Commonly Used in Municipal Finance

Abatement: A complete or partial cancellation of a levy imposed by a governmental unit; applicable to tax levies and special assessments.

Accrual Basis: In the context of accounting, practice in which expenses and income are accounted for as they are earned or incurred, whether or not they have been received or paid.

ADA: Americans with Disabilities Act of 1990, which prohibits discrimination on the basis on disability and requires accommodations of all public places built after passage and to previous facilities when compliance is “readily achievable” which means “easily accomplished without much difficulty or expense.”

Appropriation: An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and the time when it may be expended. Only a vote of the Board of Aldermen can authorize money appropriated for one purpose to be used for another. Any amount which is appropriated may be encumbered. Any part of the general appropriation not spent or encumbered by June 30 automatically reverts to surplus. A specific or particular appropriation is carried forward from year to year until spent for the designated purpose or transferred by Aldermanic vote to another account.

Assessed Valuation: The value placed upon a particular property by the local Board of Assessors for the purpose of apportioning the City's tax levy among individual property owners equitably and in accordance with the legal requirement that property be assessed at “full and fair cash value,” certified periodically by the Commonwealth's Commissioner of Revenue (no less frequently than once every three years).

ARPA: American Rescue Plan Act, federal stimulus bill passed on March 11, 2021 to mitigate economic ramifications of the pandemic; funding which must be obligated by the end of 2024 and spent before 2027.

Audit: Work done by accountants in examining financial reports, reviewing compliance with applicable laws and regulations, reviewing efficiency and economy of operations, and reviewing effectiveness in achieving program results. A basic audit examines only the financial reports and legal compliance. An outside Certified Public Accountant (CPA) audit is directed primarily toward the expression of an opinion as to the fairness of the financial statements and submission of a management letter. An auditor must be independent of the executive branch of government. A state auditor, private CPA, or public accountant, or elected auditor meets this test.

Balance Sheet: A statement which discloses the assets, liabilities, reserves, and equities of a fund or government unit at a specified date.

Balanced Budget: A plan of financial operation in which the estimate of proposed expenditures for a given period is less than or equal to the proposed means of financing these expenditures (from various sources of funds or revenues).

Budget: A plan of financial operation embodying an estimate of proposed expenditures for a given period (usually a 12-month period referred to as the Fiscal Year, or FY) and the proposed means of financing them. A budget may be preliminary (the financial plan presented to the City Council) or final (the plan approved by that body).

Capital Improvement Plan (CIP, or Capital Budget): A plan of proposed capital outlays, and the means of financing them for the current fiscal period. It is usually a part of the current budget but may also be a multi-year plan.

Capital Improvement: A major, non-recurring expenditure involving one of the following:

- a. *Real Property* - Includes the purchase or lease of land, existing buildings and structures, and fixtures attached to land and buildings.
- b. *Equipment* - Includes the replacement or addition of major items of equipment with a life expectancy of at least two years and a cost of at least \$10,000. Similar items can be bundled together.
- c. *Projects* - Include activities such as the following:
 1. Construction of new buildings or facilities (including architectural, engineering, and related fees).
 2. Improvements or major repairs (costing \$50,000 or more) of existing buildings or facilities, aside from routine maintenance.
 3. Studies or other activities (costing \$50,000 or more) that either relate to future “brick and mortar” projects, or are a part of a multi-year program of infrastructure improvements.
 4. An annual sum available for routine building improvements, renovations, or repairs

CARES: Coronavirus Aid, Relief, and Economic Security Act, federal stimulus bill passed on March 27, 2020 to address initial economic fallout due to COVID-19 pandemic

CCE: Communications & Community Engagement, Department of

CDBG: Community Development Block Grants, a type of Federal Entitlement Program funding for capital projects

Cherry Sheet: An annual statement received from the Massachusetts Department of Revenue (DOR) detailing estimated receipts for the next fiscal year from the various state aid accounts, and estimated state and county government charges payable by the City, and included by the local Assessors in setting the tax rate. The actual receipts and charges may vary from the estimates.

Classification: The division of property valuations by type of property. There are five classes: Residential, Open Space, Commercial, Industrial, and Personal. The Council may set as many as three different tax rates (within limits set forth in state law): for residences, for business and personal, and for open space.



Debt Service: Payment of interest and principal related to long-term debt.

Depreciation: A non-cash expense (also known as non-cash charge) that provides a source of available funds. Amount allocated during the period to amortize the cost of acquiring long-term assets over the useful life of the assets. This is an accounting expense not a real expense that demands cash.

DPW: Department of Public Works

Encumbrance: Obligations such as purchase orders, contracts, or salary commitments that are chargeable to an appropriation, and for which a part of the appropriation is reserved.

Enterprise Fund: A fiscal entity with a self-balancing set of accounts that is utilized to account for a governmental service when it is the intent to recover the total cost of service, including depreciation, primarily through user charges imposed on the consumers of the service. Examples include: Water and Sewer services provided by the Department of Public Works.

ESG: Emergency Shelter Grants: Federally funded program to address the needs of homeless individuals and families

Equalized Valuation (EQV): The value of all property as determined by the Commissioner of Revenue biennially, using a standard of "full and fair value"; also referred to as EQV.

Expenditure: The spending of money by the City for the programs or projects within the approved budget.

Fiscal Year (FY): A 12-month period, commencing July 1 and ending June 30, to which the annual budget applies, and at the end of which a governmental unit determines its financial position and the results of its operations. The number of the fiscal year is that of the calendar year in which it ends; FY2016 is the fiscal year which begins July 1, 2015 and ends June 30, 2016.

Free Cash: Free cash refers to the amount of Fund Balance that is available for appropriation. It is certified each July 1 by the state. Because of the stringent way that the state makes these calculations, Free Cash more closely represents Cash (actual dollars held) than does Fund Balance, which includes a variety of receivables (i.e., cash due).

Fund: An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

Fund Balance: The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to the stockholders equity account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected (see Free Cash).

General Fund: The fund into which the general (non-earmarked) revenues of the City are deposited, and from which money is appropriated to pay expenses.

General Obligation Bonds: Bonds issued by the City that are backed by the full faith and credit of its taxing authority.

GLX: Green Line Extension program by MBTA to bring 5 new stops into Somerville

Governmental Funds: Funds used to organize and separate the finances of various City activities and objectives.

Governmental Fund categories include: the General Fund; Enterprise Funds; Special Revenue Funds; and Stabilization Funds.

HUD: Housing & Urban Development, department of federal government

IAM: Infrastructure & Asset Management, Department of

ISD: Inspectional Services Department, under CCE

MBE: Minority Business Enterprise, certification granted at the state level by the Supplier Diversity Office to enhance competitiveness and equity in public and private market bidding processes

OFS: Other Funding Sources

Ordinary Maintenance (OM): The cost of all items not defined as capital or related to staffed positions.

OSE: Office of Sustainability & Environment

OSPCD: Office of Strategic Planning & Community Development

Overlay: The amount raised from the property tax levy in excess of appropriations and other charges. It cannot exceed 5 percent of the levy, and is used to cover abatements and exemptions granted locally or on appeal.

Overlay Surplus: The unused portions of overlay accounts from previous years; at the end of each fiscal year, this amount is computed from information provided by the Board of Assessors. Any sum so designated is transferred to, and becomes part of the General Fund undesignated fund balance.

Override: A vote to increase the amount of property tax revenue that may be raised over the levy limit set by Proposition 2½.

Personal Services (PS): The cost of salaries, wages, and related employment benefits.

Property Tax Levy: The amount produced by multiplying the assessed valuation of property by the tax rate. The tax rate is expressed per thousand dollars of assessed valuation. For example:

House Value: \$500,000

Tax Rate: \$12.71 (which means \$9.83 per thousand dollars of valuation)

Levy Calculation: \$12.71 multiplied by \$500,000 divided by \$1,000.

Result, Property Tax Levy: \$6,355

Proposition 2½ (see below): A tax limitation measure passed by Massachusetts voters in 1980 that limits the growth of the total property tax levy to 2.5% per year. New construction values are added to this limit. Two provisions of Prop 2½ allow the City to raise taxes above this tax levy limit, upon approval by a 2/3 Aldermanic vote: an operating override or a debt exclusion.

PSUF: Public Space & Urban Forestry, Subdepartment of OSPCD

Purchased Services: The cost of services that are provided by a vendor.

Revolving Fund: Those funds that may be used without appropriation and that are established for special uses. Fees (such as for recreation) may be paid into a revolving fund. Revolving funds are established directly by state law or by City bylaw consistent with state law.



RSJ: Racial & Social Justice, Department of

SAIL: Somerville Academy of Innovative Learning

SOIA: Somerville Office of Immigrant Affairs, Subdepartment of CCE

SPEA: Somerville Police Employee's Association

Tax Levy: Total amount of dollars assessed in property taxes by the City each fiscal year.

WBE: Woman Business Enterprise, certification granted at the state level by the Supplier Diversity Office to enhance competitiveness and equity in public and private market bidding processes

Terms Associated with Proposition 2½

Excess Levy Capacity: The difference between the City's maximum annual tax levy limit as established by Proposition 2½ and its actual tax levy for the current year. It is additional tax levy that a City could raise without asking voters for an override or debt exclusion.

Growth Revenue: The amount of property tax revenue that the City can add to its allowable tax levy as a result of new construction, alterations, subdivision, or change of use of a parcel.

Primary Levy Limit, or Absolute Limit: 2.5 percent of certified full and fair cash value of taxable property.

Secondary Levy Limit, or Annual Levy Limit: Prior levy limit plus 2.5 percent (base) plus growth revenue.



FY23 Positions Listing

Please note that this information will change on a regular basis. Last updated 6/2/22

P_ID	Position Name	Incumbent Name	Start Date	FTE	Allocation %
9	City Councilor - Ward 4	Clingan, James	2022-07-01	1	100.00%
13	City Councilor - Ward 7	Pineda Neufeld, Judy	2022-07-01	1	100.00%
2	City Councilor - At Large	Strezo, Kristen	2022-07-01	1	100.00%
12	City Councilor - At Large	Kelly, Charlotte	2022-07-01	1	100.00%
1	City Councilor - Ward 1	McLaughlin, Matthew	2022-07-01	1	100.00%
3	City Councilor - Ward 3	Ewen-Campen, Ben	2022-07-01	1	100.00%
4	City Councilor - Ward 2	Scott, Jefferson	2022-07-01	1	100.00%
10	City Councilor - Ward 5	Gomez Moukad, Beatriz	2022-07-01	1	100.00%
11	City Councilor - At Large	Burnley Jr, Willie	2022-07-01	1	100.00%
6	City Councilor - Ward 6	Davis, Lance	2022-07-01	1	100.00%
8	City Councilor - At Large	Wilson, Jake	2022-07-01	1	100.00%
15	Clerk of Committees	Durham, Rositha	2022-07-01	1	100.00%
16	Assistant Clerk of Committees	Widzowski, Stephanie	2022-07-01	1	100.00%
14	1200 Employee (Legislative Clerk)	Forcellese, Peter	2022-07-01	1	100.00%
19	Administrative Aide	Lopez, Luz	2022-07-01	1	100.00%
715	Legislative Liaison (New)	Vacant	2022-10-01	1	100.00%
18	Chief of Staff	Spencer, Nikki	2022-07-01	1	100.00%
22	Legislative Liaison	Carrillo, Hannah	2022-07-01	1	100.00%
17	Mayor	Ballantyne, Katjana	2022-07-01	1	100.00%
23	Director of Intergovernmental Affairs	Sahni, Aneesh	2022-07-01	1	100.00%
716	Chief Administrative Officer (New)	Vacant	2022-10-01	1	100.00%
21	Executive Administrative Aide	Vacant	2022-08-01	1	100.00%
26	Principal Analyst	Shaffer, Sam	2022-07-01	1	100.00%
25	Analyst	Vacant	2022-08-01	1	100.00%
24	Director of Somerstat	Gartsman, Anna	2022-07-01	1	100.00%
27	Analyst	Vacant	2022-08-01	1	100.00%
658	Digital Innovation Officer	Cooper, Rebecca	2022-07-01	1	100.00%
30	Capital Projects Manager	Nuzzo, Edward	2022-07-01	1	100.00%
36	1200 Employee	Pierantozzi, Anthony	2022-07-01	1	100.00%
35	Building Improvements Manager	Vacant	2022-08-01	1	100.00%
32	Green Facilities Manager	Cross, Dustin	2022-07-01	1	100.00%
34	Project Manager - 90 Washington	Vacant	2022-08-01	0	0.00%
29	Director of Capital Projects Management	Woods, Melissa	2022-07-01	1	100.00%
31	Project Manager - Capital Projects	Cassano, Robert	2022-07-01	1	100.00%
33	Deputy Director of Capital Projects	Henry, Ralph	2022-07-01	1	100.00%
28	Project Assistant	Mitrano, Debora	2022-07-01	1	100.00%
704	Arts Development Manager (New)	Vacant	2022-10-01	1	100.00%
38	Cultural Director	Strutt, Rachel	2022-07-01	1	100.00%
39	Cultural Culinary Coordinator	Vazquez, Maria	2022-07-01	0.6	100.00%
41	Special Events Manager	Menjivar, Iaritz	2022-07-01	1	100.00%
37	Arts Coordinator	Balchunas, Heather	2022-07-01	1	100.00%
40	Director of Arts Council	Jenkins, Gregory	2022-07-01	1	100.00%
42	Arts Coordinator and Kitchen Manager	Baum, Anthony	2022-07-01	1	100.00%
46	Senior Customer Service Rep	Costa, Eileen	2022-07-01	1	100.00%
51	Quality Manager	Vacant, C125-2	2022-08-01	1	100.00%
45	Senior Customer Service Rep	Powers, Robert	2022-07-01	1	100.00%
49	Telephone Operator	Douglas, Norma	2022-07-01	1	100.00%
55	Director of Constituent Services	Craig, Steven	2022-07-01	1	100.00%
44	Customer Experience Manager	Ayana, Amiri	2022-07-01	1	100.00%
47	Call Center Manager	Viveiros, Elena	2022-07-01	1	100.00%



52	Telephone Operator	Vacant, C125-3	2022-08-011	100.00%12
730	311 Systems Administrator (New)	Vacant	2022-10-011	100.00%12
53	Senior Customer Service Rep - Becomes floor supervisor	Vacant	2022-08-011	100.00%12
54	Senior Customer Service Rep	Tenorio, Patricia	2022-07-011	100.00%12
56	Customer Service Rep	Gaddy, Camila	2022-07-011	100.00%12
43	Customer Service Rep	Haynes, Sherice	2023-01-011	100.00%12
679	Service Operations Manager	Portillo-Perez, Gabriela	2022-07-011	100.00%12
50	Senior Customer Service Rep	De La Cruz, Heather	2022-07-011	100.00%12
639	Customer Service Rep (PT)	Vacant	2022-08-010.48	100.00%12
48	Floor Supervisor / Customer Service Rep	Vacant	2022-08-011	100.00%12
638	Customer Service Rep (PT)	Bakey, Frank	2022-07-010.48	100.00%12
59	Climate Change Program Manager	Vacant	2022-07-011	100.00%12
665	Community Engagement Specialist	Noel, Erin	2022-07-011	100.00%12
717	Financial Analyst (New)	Vacant	2022-10-011	100.00%12
57	Energy Manager	Larson, Erik	2022-07-011	100.00%12
60	Director of OSE	Blais, Christine	2022-07-011	100.00%12
718	Sustainability Planner (New)	Vacant	2022-10-011	100.00%12
58	Environmental Program Manager	Deshpande, Vithal	2022-07-011	100.00%12
61	Receptionist (Grant)	Rackowski, Josephine	2022-07-011	0.00%12
66	Director of Council On Aging	Speliotis, Ashley	2022-07-011	100.00%12
65	Health & Wellness Coordinator	Kowaleski, Christopher	2022-07-011	100.00%12
67	Administrative Assistant Non-Union	Lorenti, Concetta	2022-07-011	100.00%12
69	Holland St Center Director	Calvey, Judith	2022-07-011	0.00%12
64	Geriatric Social Worker	Naim, Natasha	2022-07-011	100.00%12
62	Social Worker	Vacant	2022-08-011	100.00%12
68	Program Coordinator	Bastardi, Maureen	2022-10-010.75	100.00%12
63	Outreach Coordinator	Higgins, Debra	2022-07-011	100.00%12
70	SomerPromise Coordinator	Werner, Madeleine	2022-07-011	100.00%12
71	Home Visitor	Apolaya, Flor	2022-07-011	100.00%12
74	Home Visitor	Holz, Maria	2022-07-011	100.00%12
73	Out of School Time Coordinator	Mendez, Jose	2022-07-011	100.00%12
659	Youth & Family Resource Navigator	Versari, Lara	2022-07-011	100.00%12
72	Director of SomerPromise	Hosman, Christopher	2022-07-011	100.00%12
78	Director of IAM	Raiche, Richard	2022-07-011	100.00%12
636	Head Clerk	Wingate, Julia	2022-07-011	100.00%12
75	Construction Liaison & Compliance Manager	Moos, Jesse	2022-07-011	40.00%12
640	Senior Project Manager	Cheng, Debbie	2022-07-011	100.00%12
76	Director of Finance & Administration	Richards, Michael	2022-07-011	100.00%12
77	GIS Coordinator	Johnson, Keith	2022-07-011	40.00%12
652	RSJ Coordinator	Vacant	2022-08-011	100.00%13
649	Community Engagement Specialist	Vacant	2022-08-011	100.00%13
648	Public Information Officer	Vacant	2022-08-011	100.00%13
651	Commissions Coordinator	Spengler, Lauren	2022-07-011	100.00%13
650	Analyst	Ronan, Elizabeth	2022-07-011	100.00%13
20	Director of Racial & Social Justice	Molina Capers, Denise	2022-07-011	100.00%13
563	ADA Coordinator	Pomeroy, Adrienne	2022-07-011	100.00%13
740	RSJ Investigator (New)	Vacant	2022-10-011	100.00%13
647	Deputy Director of RSJ	Flythe, Steven	2022-07-011	100.00%13
653	Project Specialist	Mason, R	2022-07-011	100.00%13
746	Director of Accessibility, Transparency, and Access (New)	Vacant	2022-10-011	100.00%13
85	Finance Director & City Auditor	Bean, Edward	2022-07-011	100.00%13
88	Accounting Analyst	Mancia, Jonathan	2022-07-011	100.00%13
87	Systems Accountant	Johnson, Monique	2022-07-011	100.00%13



82	Principal Clerk	Landry, Kathryn	2022-07-01	100.00%
84	Principal Clerk	Toner, Karen	2022-07-01	100.00%
90	Internal Auditor	Vacant, C135	2022-08-01	100.00%
81	Manager of Accounts Payable	Gallagher Noonan, Lisa	2022-07-01	100.00%
83	Grant Accountant	Macmullen, Diane	2022-07-01	100.00%
670	Budget Analyst	Huckenpahler, Megan	2022-07-01	100.00%
80	Administrative Assistant SMEA B	Liberatore, Jo-Ann	2022-07-01	100.00%
86	Principal Clerk	Carron, Corrie	2022-07-01	100.00%
79	Budget Director	Mastrobuoni, Michael	2022-07-01	100.00%
89	Deputy City Auditor	Tam, Colleen	2022-07-01	100.00%
695	Deputy Director - Grants Development	Vacant	2022-07-01	100.00%
91	Director of Grants and External Funds	Hartke, Kate	2022-07-01	100.00%
637	Grant Writer	Vacant	2022-08-01	100.00%
98	Administrative Assistant SMEA B	Wackman, Sandra	2022-07-01	100.00%
671	Senior Procurement Manager	Chukhatsang, Thupten	2022-07-01	100.00%
94	Principal Clerk	Bedi, Navnit	2022-07-01	100.00%
726	Senior Procurement Manager (New)	Vacant	2022-10-01	100.00%
93	Deputy Chief Procurement Officer	Caruth, Andrea	2022-07-01	100.00%
97	Construction Procurement Mgr	Robles-Casanova, Yolanda	2022-07-01	100.00%
95	Procurement Analyst	Remy, Jordan	2022-07-01	100.00%
96	Chief Procurement Officer	Allen, Angela	2022-07-01	100.00%
108	Administrative Assistant SMEA B	Rocha, Carla	2022-07-01	100.00%
106	Principal Clerk	MacMullin, Colleen	2022-07-01	100.00%
104	Chief Assessor & Chairman of Board of Assessors	Golden, Francis	2022-07-01	100.00%
105	Board of Assessors Member	Flynn, Michael	2022-07-01	100.00%
101	Assessor Analyst	Vacant	2022-08-01	100.00%
731	1200 Employee	Hogan, Mike	2022-07-01	100.00%
103	Director of Commercial Assessments	Morales, Heriberto	2022-07-01	100.00%
102	Sales/Personal Prop Analyst	Donovan-De Klerk, Janneke	2022-07-01	100.00%
107	Senior Clerk	Vacant	2022-08-01	100.00%
99	Manager of Residential Assessments	D'Auria, Russell	2022-07-01	100.00%
100	Board of Assessors Member	Scanlon, Richard	2022-07-01	100.00%
116	Deputy Treasurer	Cruz, Cheryl	2022-07-01	100.00%
113	Treasurer/Collector	Dubuque, Linda	2022-07-01	100.00%
119	Accountant	Lowenstein, Rie	2022-07-01	100.00%
112	Head Cashier	Scarpelli, Dina	2022-07-01	100.00%
109	Principal Clerk	Bedi, Sarbjeet	2022-07-01	100.00%
110	Tax Assistant/Paralegal	Zhang, Juntao (David)	2022-07-01	100.00%
114	Principal Clerk	Vacant	2022-08-01	100.00%
120	Principal Clerk	Albino, Kimberly	2022-07-01	100.00%
118	Head Clerk	Stillings, Deborah	2022-07-01	100.00%
111	Assistant Tax Collector	Vacant	2022-08-01	100.00%
115	Administrative Assistant SMEA A	Barrows, Lucy	2022-07-01	100.00%
123	Assistant City Solicitor	Vacant	2022-08-01	25.00%
129	City Solicitor	Vacant	2022-08-01	100.00%
121	Chief Labor Counsel	Vacant	2022-08-01	100.00%
124	Assistant City Solicitor	Piques, Jason	2022-07-01	100.00%
130	Deputy City Solicitor	Shapiro, David	2022-07-01	100.00%
126	Assistant City Solicitor	Vacant	2022-08-01	100.00%
122	Paralegal / Legal Assistant	Tkaczuk, Susan	2022-07-01 0.625	75.00%
131	Assistant Director of Housing & Housing Counsel	Donato, Kelly	2022-07-01	20.00%
127	Municipal Hearing Officer	Roche, William	2022-07-01	100.00%
125	Legal Administrative Assistant	Spezzafero, Kimberly	2022-07-01	100.00%



128	ISD Paralegal	Zaino, Matthew	2022-07-01	100.00%
133	Payroll Coordinator	Vacant	2022-08-01	100.00%
137	Payroll Coordinator	Forbes, Kelli	2022-07-01	100.00%
660	Human Resources Assistant	Vacant	2022-08-01	100.00%
140	Talent Acquisition Manager	Alves, Waleska	2022-07-01	100.00%
141	Human Resources Manager	Vacant	2022-08-01	100.00%
144	Deputy Director of Human Resources	Collins, Ellen	2022-07-01	100.00%
143	Director of Human Resources	Gill, Anne	2022-07-01	100.00%
136	Payroll Director	Shea, Phyllis	2022-07-01	100.00%
135	Benefits Manager	Brown, Marie	2022-07-01	100.00%
145	HR Generalist	Falaise, Beatrice	2022-07-01	100.00%
132	Payroll Coordinator	Furtado, Deborah	2022-07-01	100.00%
708	Recruitment Manager (New)	Vacant	2022-10-01	100.00%
138	1200 Employee (HR Admin Assistant)	Joy, Donna	2022-07-01	100.00%
142	HR Benefits Coordinator	Torres-Evangelis, Julie	2022-07-01	100.00%
139	HR Generalist	Pavao, Jessica	2022-07-01	100.00%
709	Project Manager (HRIS) (New)	Vacant	2022-10-01	100.00%
134	HR Benefits Coordinator	Lally, Maryalice	2022-07-01	100.00%
146	Chief Information Officer	Goodridge, David	2022-07-01	100.00%
149	IT Specialist	LoBrutto, Luigi	2022-07-01	100.00%
714	Application Support Specialist (New)	Vacant	2022-10-01	100.00%
643	IT Specialist	Mills, Ryan	2022-07-01	100.00%
152	IT Network Manager	Rizzo, Joseph	2022-07-01	100.00%
147	Administrative Assistant SMEA A	Vicente, Teresa	2022-07-01	100.00%
153	Senior Clerk & IT Help Desk Admin	Joshi-Musyaju, Jessica	2022-07-01	100.00%
154	IT Project Manager	Colella, Wayne	2022-07-01	100.00%
644	Project Manager	Vacant	2022-08-01	100.00%
151	Deputy Director of IT	Slonina, David	2022-07-01	100.00%
155	IT Supervisor/Computer Info Systems	Santos, Joseph	2022-07-01	100.00%
150	IT Specialist NU	Goodridge, Alicia	2022-07-01	100.00%
713	Application Support Specialist (New)	Vacant	2022-10-01	100.00%
148	Computer Technician/System Administrator	Dasilva, Edward	2022-07-01	100.00%
166	Director of Communications	Taylor, B Denise	2022-07-01	100.00%
169	Public Information Officer - Construction	Alakel, Nick	2022-07-01	100.00%
705	Financial Analyst (New)	Vacant	2022-10-01	100.00%
160	Public Information Officer	Mace, Erica	2022-07-01	100.00%
165	Web Content and Development Director	Moore, Daniel	2022-07-01	100.00%
163	Community Engagement Specialist	MacGregor, Victoria	2022-07-01	100.00%
157	Principal Clerk	Belabdi, Ali	2022-07-01	100.00%
158	Deputy Director of Communications	Vacant	2022-08-01	100.00%
706	Web Content Administrator (New)	Vacant	2022-10-01	100.00%
749	Web Content Writer	Vacant	2022-10-01	100.00%
162	Portuguese Services Coordinator	Peruzzo, Rafael	2022-07-01	100.00%
736	Community Engagement Specialist - Spanish (New)	Vacant	2022-10-01	100.00%
699	Community Engagement Specialist - Portuguese	Vacant	2022-08-01	100.00%
698	Community Engagement Specialist - Mandarin	Vacant	2022-08-01	100.00%
156	Nepali Services Coordinator	Phuyal, Parashu	2022-07-01	100.00%
700	Community Engagement Youth Specialist - Nepali (PT)	Vacant	2022-08-01	100.00%
696	Deputy Director & Language Justice Coordinator	Gamble, Meredith	2022-07-01	100.00%
161	Haitian Kreyol Services Coordinator	Leptune, Paul	2022-07-01	100.00%
164	Spanish Services Coordinator	Flores, Irma	2022-07-01	100.00%
159	Immigration Services Coordinator (20hrs /week)	Muti, Maria	2022-07-01	50.00%
701	Multilingual Public Information Officer	Henderson, Courtney	2022-07-01	100.00%



697	Community Engagement Specialist - Kreyol	Vacant	2022-08-01	100.00%
167	Director of SomerViva	Nagel, Maria Teresa	2022-07-01	100.00%
168	Community Engagement Specialist - Spanish	Reyes, Francia	2022-07-01	100.00%
735	Assistant Archivist (New)	Vacant	2022-10-01	100.00%
176	Head Clerk	Revilla, Andrea	2022-07-01	100.00%
177	Principal Clerk	Joyce, Thomas	2022-07-01	100.00%
170	City Clerk	Wells, Kimberly	2022-07-01	100.00%
172	Principal Clerk	Vaudo, Rita	2022-07-01	100.00%
174	Administrative Assistant SMEA B	Batzek, Lori	2022-07-01	100.00%
175	Principal Clerk	Ramos Torres, Andrea	2022-07-01	100.00%
680	Assistant City Clerk	Rodriguez, Bernabe	2022-07-01	100.00%
702	Legislative & Policy Analyst	Salisbury, Brendan	2022-07-01	100.00%
173	Archivist	Dixson, Nadia	2022-07-01	100.00%
171	Administrative Assistant SMEA B	Pagliaro, Jenneen	2022-07-01	100.00%
184	Election Commission	Alibrandi, Anthony	2022-07-01	100.00%
182	Senior Clerk	Forristall, Sheila	2022-07-01	100.00%
181	Election Commission	Bosley, Douglas	2022-07-01	100.00%
179	Chairman of Elections	Salerno, Nicholas	2022-07-01	100.00%
178	Deputy Election Commissioner	Pierotti, Maria	2022-07-01	100.00%
729	Principal Clerk (New)	Vacant	2022-08-01	100.00%
183	Assist Election Commissioner	Arruda, Megan	2022-07-01	100.00%
180	Election Commission	Mccarthy, Louise	2022-07-01	100.00%
186	Commissioner	Thomas Jr, Jacques	2022-07-01	100.00%
187	Commissioner	Allen, Christopher	2022-07-01	100.00%
185	Chairman	Lynch, Joseph	2022-07-01	100.00%
197	Appeals Board Member	Severino, Elaine	2022-07-01	100.00%
201	Senior Planner	Hutchings, Emily	2022-07-01	100.00%
655	Deputy Director of Planning & Zoning	Bartman, Daniel	2022-07-01	100.00%
682	Planning Board Alternate	Vacant	2022-08-01	100.00%
207	Planner	Sczechowicz, Wendy	2022-07-01	100.00%
681	Appeals Board Alternate	Vacant	2022-08-01	100.00%
189	Senior Planner	Nascimento, Victor	2022-07-01	100.00%
209	Planning Board Member	Habib, Jahan	2022-07-01	100.00%
203	Planning Board Member	Buchanan, Robert	2022-07-01	100.00%
188	Appeals Board Member	Safdie, Josh	2022-07-01	100.00%
190	Planner	Leis, Charlotte	2022-07-01	100.00%
194	Director Planning And Zoning	Lewis, Sarah	2022-07-01	100.00%
191	Planning Board Member Chair	Capuano, Michael	2022-07-01	100.00%
195	Planning Board Member	Aboff, Amelia	2022-07-01	100.00%
202	Outreach Coord Plan & Zoning	Vacant	2022-08-01	100.00%
205	Planning Board Alternate	Easton, Debbie	2022-07-01	100.00%
198	Appeals Board Member	Brockelman, Cynthia	2022-07-01	100.00%
196	Planner	Graminski, Andrew	2022-07-01	100.00%
211	Planner	Saniat, Raisa	2022-07-01	100.00%
208	Appeals Board Member Chair	Fontano, Orsola	2022-07-01	100.00%
200	Historic Events Planner (1,200 employee)	Wilson, Brandon	2022-07-01	100.00%
204	MPO Representative	Bent, Thomas	2022-07-01	100.00%
192	Appeals Board Member	Evans, Danielle	2022-07-01	100.00%
193	Planning Board Member	Geno, Erin	2022-07-01	100.00%
199	Senior Planner	White, Sarah	2022-07-01	100.00%
210	Administrative Assistant Non-Union	Brown, Deana	2022-07-01	100.00%
206	Appeals Board Alternate	Garavaglia, Katherine	2022-07-01	100.00%
123	Assistant City Solicitor	Vacant	2022-08-01	75.00%



219	Senior Accountant	Mengestu, Zewditu	2022-07-01	30.00%
214	Senior Accountant	Carvalho, Jennifer	2022-07-01	40.00%
213	Director of Finance & Community Development	Inacio, Alan	2022-07-01	25.00%
217	Executive Director of OSPCD	Proakis, George	2022-07-01	90.00%
216	Program Compliance Officer	Melgar, Julia	2022-07-01	0.00%
218	CPA Manager	Cameron, Roberta	2022-07-01	10.00%
661	Strategic Planning & Equity Manager	Vacant	2022-08-01	100.00%
220	Program Compliance Officer (PT 28Hrs)	Mutkowski, Emily	2022-07-01	0.00%
212	Executive Assistant	Gee, Veronica	2022-07-01	90.00%
238	Inclusionary Housing Specialist	Wyner, Benjamin	2022-07-01	100.00%
222	Housing Grants Manager	Davidson, Lisa-Anne	2022-07-01	65.00%
240	Housing Compliance Officer	Vacant	2022-08-01	1.00%
662	Housing Development Program Manager	Vacant	2022-08-01	100.00%
225	1200 Employee (OSPCD Admin)	Farrell, Catherine	2022-07-01	100.00%
233	Clean Green Project Manager	Koty, Russell	2022-07-01	0.00%
229	Housing Policy Coordinator	Zelaya, Morena	2022-07-01	100.00%
231	Housing Intake Specialist	Vacant	2022-08-01	100.00%
131	Assistant Director of Housing & Housing Counsel	Donato, Kelly	2022-07-01	48.00%
663	Paralegal	Vacant	2022-08-01	100.00%
228	Condo Rev Board Member	Janiak, Elizabeth	2022-07-01	100.00%
230	Clean Green Project Coordinator	Carrington, Gerry	2022-07-01	0.00%
235	Affordable Housing Coordinator	Goldstein, Paul	2022-07-01	90.00%
239	Condo Rev Board Member	Kanda, Vikram	2022-07-01	100.00%
223	Condo Rev Board Member Chair	Paul, Patricia	2022-07-01	100.00%
234	Program Compliance Officer	Nicholas, Amber	2022-07-01	100.00%
226	Condo Rev Board Member	Byrne, Kate	2022-07-01	100.00%
232	Director of Housing	Feloney, Michael	2022-07-01	90.00%
733	Administrative Assistant Non Union	Vacant	2022-08-01	100.00%
236	Inclusionary Housing Program Manager	Vacant	2022-08-01	100.00%
221	Condo Rev Board Member	Zasloff, Zachary	2022-07-01	100.00%
227	Program Specialist	Pelton, Stayce	2022-07-01	100.00%
224	Clean Green Program Manager (New)	Vacant (New)	2022-10-01	100.00%
245	Redevelopment Board Member	Hedeman, Emily	2022-07-01	100.00%
241	Redevelopment Board Mbr Chair	Ercolini, Philip	2022-07-01	100.00%
246	Redevelopment Board Member	Mccormick, Patrick	2022-07-01	100.00%
242	Redevelopment Board Member	Vacant, C184	2022-08-01	100.00%
243	Redevelopment Board Member	Gage, William	2022-07-01	100.00%
244	Redevelopment Board Member	Bonney, Iwona	2022-07-01	100.00%
251	Outreach Coordinator	White, Katherine	2022-07-01	100.00%
253	Director of Mobility	Rawson, Bradley	2022-07-01	95.00%
250	Transportation Planner	Schreiber, Justin	2022-07-01	100.00%
252	Senior Transportaton Planner	Kleyman, Alexandra	2022-07-01	100.00%
249	Senior Planner	Augustin, Viola	2022-07-01	100.00%
247	Senior Planner	Polinski, Adam	2022-07-01	100.00%
254	Transportation Planner	Vacant	2022-08-01	80.00%
248	Transportation Planner	Craik, Lauren	2022-07-01	100.00%
721	Deputy Director of Economic Development (New)	Vacant	2022-10-01	100.00%
683	Workforce Development Coordinator	Blackmer, William	2022-07-01	50.00%
722	Small Business Permitting Liaison (New)	Vacant	2022-10-01	100.00%
260	Economic Development Assistant	Vacant	2022-08-01	100.00%
258	Senior Planner - Economic Development Specialist	Mancia, Jennifer	2022-07-01	100.00%
656	Senior Planner - Women & Minority Business Support	Fernandes, Adriana	2022-07-01	50.00%
255	Economic Development Assistant	Schonberger, Nicholas	2022-07-01	100.00%



259	Senior Planner	Fields, Edwin	2022-07-01	100.00%
256	Director of Economic Development	Galligani, Thomas	2022-07-01	90.00%
257	Senior Planner - Urban Revitalization Specialist	Nadkarni, Rachel	2022-07-01	100.00%
261	Inspectional Coordinator	Sousa, Jennifer	2022-07-01	100.00%
281	Senior Clerk	Como, Andrea	2022-07-01	100.00%
272	Zoning Review Planner	Sarcione, Matthew	2022-07-01	100.00%
280	Superintendent of ISD	Antanavica, Nicholas	2022-07-01	100.00%
266	Chief Plumbing & Gas Inspector	Klein, Kevin	2022-07-01	100.00%
273	Code Enforcement Inspector	Ford, Kim	2022-07-01	100.00%
711	ISD Liaison (New)	Vacant	2022-10-01	100.00%
271	ISD Admin Assistant	Como, Kelly	2022-07-01	100.00%
290	Building Inspector	Aurilio, James	2022-07-01	100.00%
283	Wire Inspector	Fernandes, Marcello	2022-07-01	100.00%
269	Sealer	Vacant	2022-08-01	100.00%
264	Safety Inspector	Vacant	2022-07-01	100.00%
712	Operations Manager (New)	Vacant	2022-10-01	100.00%
288	Building Inspector	Driscoll, John	2022-07-01	100.00%
282	Building Inspector	Cantillon, Thomas	2022-07-01	100.00%
285	Sr Code Enforcement Inspector	Ross, Steven	2022-07-01	100.00%
267	Wire Inspector	Cahill, William	2022-07-01	100.00%
284	Zoning Review Planner	Malgieri, Katherine	2022-07-01	100.00%
710	Wire Inspector (New)	Vacant	2022-10-01	100.00%
286	Building Inspector	Salamone, Joseph	2022-07-01	100.00%
274	Chief Code Enforcement Inspector	Bowler, Michelle	2022-07-01	100.00%
287	Sr Code Enforcement Inspector	Luis, Victoria	2022-07-01	100.00%
566	Environment Health Coordinator	Zeigler, Colin	2022-07-01	100.00%
263	Senior Clerk	Esteban, Gelin	2022-07-01	100.00%
277	Administrative Assistant SMEA B	Pickett, Donna	2022-07-01	100.00%
265	Building Inspector	Richardson, Floyd	2022-07-01	100.00%
654	Deputy Sealer	Roche, Christopher	2022-07-01	100.00%
276	Building Inspector	Waldron, Luis	2022-07-01	100.00%
703	Sr Code Enforcement Inspector	Estrella, Stephanie	2022-07-01	100.00%
278	Plumbing & Gas Fitting Inspector	Mccaffery, William	2022-07-01	100.00%
268	Deputy Director	Vacant	2022-08-01	100.00%
641	Director of Administration & Finance	Vacant	2022-08-01	100.00%
270	Code Enforcement Inspector	Vacant	2022-07-01	100.00%
642	Senior Zoning Review Planner	Jensen, Hans	2022-07-01	100.00%
262	Chief Wire & Electrical Inspector	Power, John	2022-07-01	100.00%
289	Building Inspector	Bargoot, Albert	2022-07-01	100.00%
279	Safety Inspector	Bonaventura, Sheena	2022-07-01	100.00%
275	Sr Building Inspector	Vacant	2022-08-01	100.00%
294	Director of Housing Stability	Shachter, Ellen	2022-07-01	100.00%
720	Client Services Manager (New)	Vacant	2022-10-01	100.00%
297	Case Manager/Special Initiatives Manager	Position Filled	2022-07-01	100.00%
719	Housing Intake Supervisor (New)	Vacant	2022-10-01	100.00%
291	Case Manager/Supervisor	Lopez, Lydia	2022-07-01	100.00%
292	Deputy Director of Housing Stability (PT 18Hrs)	Berman, Frederic	2022-07-01	50.00%
664	Case Manager/Special Initiatives Manager	Govil, Vartika	2022-07-01	100.00%
295	Case Manager/Special Initiatives Manager	Lappen, Ben	2022-07-01	100.00%
296	Deputy Director of Housing Stability	Chimene, Susan	2022-07-01	54.789%
293	Housing Intake Specialist	Aguerrido, Isabel	2022-07-01	100.00%
300	Project Manager / Director of Parks	Franzen, Arn	2022-07-01	20.00%
301	Planner	McKevitz, Rebecca	2022-07-01	30.00%



727	Planner (New)	Vacant	2022-10-01	100.00%
303	Senior Planner	Boukili, Vanessa	2022-07-01	100.00%
299	Planner	Drayton, Malik	2022-07-01	70.00%
302	Director of Public Space Urban Forestry	Oliveira, Luisa	2022-07-01	95.00%
298	Senior Planner	Kirk, Cortney	2022-07-01	100.00%
341	Parking Control Officer	Verge, Nathan	2022-07-01	100.00%
349	Parking Control Officer	Carey, Thomas	2022-07-01	100.00%
337	Parking Control Officer	Moreira, Stavros	2022-07-01	100.00%
352	Parking Control Officer	Capuano, David	2022-07-01	100.00%
317	Parking Control Officer	Nadile, Brian	2022-07-01	100.00%
345	Parking Meter Repairman	Vacant	2022-08-01	100.00%
343	Senior Clerk	Carr, Mary	2022-07-01	100.00%
347	Parking Control Officer	Haynes, Andrew	2022-07-01	100.00%
320	Senior Clerk	Harper, Monique	2022-07-01	100.00%
315	Senior Clerk	Cohen, Sarah	2022-07-01	100.00%
335	Hearing Officer - PT 20Hrs	Susi, Delio	2023-01-01	100.00%
313	Parking Control Officer	Como, Andrew	2022-07-01	100.00%
311	Parking Control Officer	Mello, James	2022-07-01	100.00%
314	Parking Control Officer	Paiva, Gregg	2022-07-01	100.00%
344	PCO Supervisor	Doe, Tammy	2022-07-01	100.00%
312	Hearing Officer - PT 28Hrs	Capuano, Joseph	2022-10-01	100.00%
351	Parking Control Officer	O'Brien, Gregory	2022-07-01	100.00%
305	Head Clerk	De Bona, Julliane	2022-07-01	100.00%
325	Parking Control Officer	Soares, Ana	2022-07-01	100.00%
328	Parking Control Officer	Lafee, Robert	2022-07-01	100.00%
336	Accountant	Wiley, Andrew	2022-07-01	100.00%
339	Sign Repairman	Zambakis, Theofanis	2022-07-01	100.00%
321	Parking Control Officer	Masci, Jason	2022-07-01	100.00%
332	Parking Control Officer	Bo, Christopher	2022-07-01	100.00%
330	PCO Supervisor	Smith, Linda	2022-07-01	100.00%
348	Principal Clerk	Krouch, Brahim	2022-07-01	100.00%
342	Director of Operations & PCO Supervisor	Rebelo, Anna	2022-07-01	100.00%
308	Director of Parking	Rinfret, Suzanne	2022-07-01	100.00%
304	Parking Control Officer	Sheppard, Zachary	2022-07-01	100.00%
327	Parking Control Officer	Fucile Iii, Salvatore	2022-07-01	100.00%
307	Project Analyst	Stagnari, Jacqueline	2022-07-01	100.00%
310	Parking Control Officer	Colandris, Alex	2022-07-01	100.00%
324	Principal Clerk	Parziale, Lisa	2022-07-01	100.00%
319	Head Clerk	Ford, Kimberly	2022-07-01	100.00%
338	Parking Control Officer	Ventura, Wilber	2022-07-01	100.00%
346	Parking Control Officer	Edouard, Fedler	2022-07-01	100.00%
331	Senior Clerk	Larcom, Natalie	2022-07-01	100.00%
334	Parking Control Officer	Brescia, Richard	2022-07-01	100.00%
353	Parking Control Officer	Mahan-Pratt, Katherine	2022-07-01	100.00%
318	Parking Control Officer	Paul, Jeaneddy	2022-07-01	100.00%
309	Parking Control Officer	Browne-Lefort, Cherry	2022-07-01	100.00%
329	Parking Control Officer	Haynes, Olyver	2022-07-01	100.00%
326	Parking Meter Repairman	Dodin, Delince	2022-07-01	100.00%
340	Parking Control Officer	Anderson, Lee	2022-07-01	100.00%
306	Senior Clerk	Vacant	2022-08-01	100.00%
724	Meter/Sign Repairman (New)	Vacant	2022-10-01	100.00%
350	Parking Control Officer	Mccormack, Carol	2022-07-01	100.00%
723	Meter/Sign Repairman (New)	Vacant	2022-10-01	100.00%



316	Senior Clerk	Vazquez, Arturo	2022-07-01	100.00%
333	Administrative Assistant SMEA B	Accaputo, Laura	2022-07-01	100.00%
322	Parking Control Officer	Singh, Dalvir	2022-07-01	100.00%
323	Sign Repairman	Hallett, Edward	2022-07-01	100.00%
359	Head Clerk	Fuentes, Alexandra	2022-07-01	100.00%
362	Head Clerk	Schalebaum, Stephanie	2022-07-01	100.00%
354	Executive Administrative Assistant Non-Union	Palazzo, Danielle	2022-07-01	100.00%
356	Principal Clerk	Vacant	2022-08-01	100.00%
360	Commissioner of DPW	Lathan, Jill	2022-07-01	100.00%
357	Administrative Assistant SMEA B	Vacant	2022-08-01	100.00%
361	Director of Finance & Administration	Bloomenthal, Benjamin	2022-07-01	100.00%
358	Director of Operations	Weisman, Eric	2022-07-01	100.00%
355	Senior Clerk	Howard, Joanne	2022-07-01	100.00%
363	PV Foreman	Devellis, Vincent	2022-07-01	100.00%
366	Working Foreman Electrician	Cali, Kristofer	2022-07-01	100.00%
365	Electrician	Vacant	2022-08-01	100.00%
364	Signal Maintainer	Goode, Joseph	2022-07-01	100.00%
371	Traffic Engineer	Bellow, Jessica	2022-07-01	100.00%
367	Engineering Project Manager	Vacant	2022-08-01	40.00%
374	Deputy Director - Engineering Projects	Smith, Jonathan	2022-07-01	40.00%
370	Junior Civil Engineer	De Moura Maia, Isabela	2022-07-01	40.00%
375	Director of Engineering	Postlewaite, Brian	2022-07-01	40.00%
376	Trench Inspector	Duane, Eamon	2022-07-01	40.00%
368	Senior Project Manager	Vacant	2022-08-01	100.00%
505	Stormwater Program Manager	Hiller, Lucica	2022-07-01	0.00%
498	Utilities Project Manager	Amelin, Daniel	2022-07-01	0.00%
373	Senior Civil Engineer	Lyford, Nicholas	2022-07-01	40.00%
372	Deputy Director - Engineering Services	Roche, Kevin	2022-07-01	40.00%
369	Engineering Project Manager	Cuarezma, Karla	2022-07-01	40.00%
411	SHMEO/PWL	Vacant	2022-08-01	100.00%
408	Motor Equipment Repairman	McDonough, Timothy	2022-07-01	100.00%
403	SHMEO/PWL +10%	McCain, Joseph	2022-08-01	100.00%
397	SHMEO/PWL	Vacant	2022-08-01	100.00%
738	HMEO/PWL (New)	Vacant	2022-10-01	100.00%
734	Fleet Manager (New)	Vacant	2022-10-01	100.00%
378	SHMEO/Cement Finisher/PWL	Diorio, Jason	2022-07-01	100.00%
399	Motor Equipment Repairman	Thornton, Richard	2022-07-01	100.00%
387	Motor Equipment Repairman	Wingate, Thomas	2022-07-01	100.00%
407	SHMEO/Curbsetter/PWL	Theus, Midouin	2022-07-01	100.00%
402	SHMEO/Cement Finisher/PWL	Gallivan, Rory	2022-07-01	100.00%
382	SHMEO/Cement Finisher/PWL	Hardy, Edward	2022-07-01	100.00%
383	Working Foreman/SHMEO/Cement Finisher/PWL	Difraia, James	2022-07-01	100.00%
396	Highway Yard Foreman	Vacant	2022-08-01	100.00%
398	SHMEO/Cement Finisher/PWL	McDevitt, Kevin	2022-07-01	100.00%
405	HMEO/PWL	Hardy, Daniel	2022-07-01	100.00%
377	Motor Equipment Repairman Foreman	Browne, Michael	2022-07-01	100.00%
385	Working Foreman / Waste Collection Inspector	O'Connell, John	2022-07-01	100.00%
390	SHMEO/Curbsetter/PWL	McCormack, Kevin	2022-07-01	100.00%
413	SHMEO/Curbsetter/PWL	Dill, Robert	2022-07-01	100.00%
406	Superintendent of Highway	Barbiere, Jeffrey	2022-07-01	100.00%
414	SHMEO/Cement Finisher/PWL	Arria, Charles	2022-07-01	100.00%
400	Temp Laborer	Cassesso, Christopher	2022-07-01	100.00%
384	SHMEO/PWL	Vacant	2022-08-01	100.00%



391	Motor Equipment Repairman	Gadsby, Michael	2022-07-01	100.00%
739	Working Foreman/SHMEO/PWL (New)	Vacant	2022-10-01	100.00%
389	SHMEO/PWL	Vacant	2022-08-01	100.00%
395	SHMEO/PWL +10%	Headley, Todd	2022-07-01	100.00%
737	HMEO/PWL (New)	Vacant	2022-10-01	100.00%
401	Working Foreman/SHMEO/Curbsetter/PWL	Halloran, Ed	2022-07-01	100.00%
380	Waste Collection Inspector	Roche, Charles	2022-07-01	100.00%
394	Watchman	Kennedy, John	2022-07-01	100.00%
392	DPW Foreman	Vacant	2022-08-01	100.00%
386	Working Foreman/SHMEO/PWL	Bunker, David	2022-07-01	100.00%
388	Working Foreman / Motor Equipment Repairman	Winter, Karl	2022-07-01	100.00%
404	Motor Equipment Repairman	Dolson, Zackary	2022-07-01	100.00%
409	Waste Collection Inspector	Wood, James	2022-08-01	100.00%
412	SHMEO/PWL +10%	Fray, Christopher	2022-07-01	100.00%
381	SHMEO/Curbsetter/PWL	Rudolph, Robert	2022-07-01	100.00%
441	Foreman - SMEA A	Santangelo, Frank	2022-07-01	100.00%
429	Building Custodian City	Vieira, Matthew	2022-07-01	100.00%
445	HMEO	Norman, Tennyson	2022-07-01	100.00%
742	Building Custodian City (New)	Vacant	2022-10-01	100.00%
741	Building Custodian City (New)	Vacant	2022-10-01	100.00%
421	Building Custodian City	Mitchell, Mark	2022-07-01	100.00%
420	Foreman - SMEA B	Vacant, C407	2022-07-01	100.00%
432	Working Foreman / Plumber	Mckenzie, Stewart	2022-07-01	100.00%
415	Electrician	Pothier, Gerald	2022-07-01	100.00%
444	Carpenter/Public Works Laborer	D'Agostino, Peter	2022-07-01	100.00%
667	Preventive Maintenance Manager	Rieder, Andy	2022-07-01	100.00%
431	Plumber	Hardy, Stephen	2022-07-01	100.00%
438	Sr Bldg Custodian City	Koslofsky, Alan	2022-07-01	100.00%
437	Electrician	Marino, Joseph	2022-07-01	100.00%
419	Building Custodian City	Logrippo, Patricia	2022-07-01	100.00%
446	HMEO	Corbett, Stephen	2022-07-01	100.00%
424	Building Custodian City	Silva, James	2022-07-01	100.00%
439	Building Custodian City	Keating, David	2022-07-01	100.00%
425	HMEO	Johnson, Matthew	2022-07-01	100.00%
427	Working Foreman / Carpenter	Walsh, John	2022-07-01	100.00%
440	Maintenance Mechanic/PWL	Hascom, Mark	2022-07-01	100.00%
448	Superintendent of Buildings & Custodians	Hamel, Marc	2022-07-01	100.00%
418	Building Custodian City	Vacant, C407	2022-08-01	100.00%
668	Tree Warden	Miller, Cary	2022-07-01	100.00%
423	Foreman - SMEA A	Quinn, Steven	2022-07-01	100.00%
422	HMEO/PWL	Vacant	2022-08-01	100.00%
443	Foreman - SMEA B	Pantarella, Martha	2022-07-01	100.00%
430	HMEO/PWL	Morash, Michael	2022-07-01	100.00%
449	HMEO/PWL	Vacant, C409	2022-08-01	100.00%
416	SHMEO/PWL	Douglas, Jordan	2022-07-01	100.00%
436	SHMEO/PWL	Crowe, James	2022-07-01	100.00%
379	SHMEO/Tree Climber/PWL	Vacant, C409	2022-08-01	100.00%
435	Public Works Maintenance	Baugh, St Patrick	2022-07-01	100.00%
433	Working Foreman/SHMEO	Falaise, Jean-Claude	2022-07-01	100.00%
426	Working Foreman/SHMEO	Ardolino, Mark	2022-07-01	100.00%
417	Public Grounds Gardener	Maus, Bruce	2022-07-01	100.00%
393	Working Foreman/SHMEO/Tree Climber	Vacant, C409	2022-08-01	100.00%
442	SHMEO	O'Regan, Cornelius	2022-07-01	100.00%



428 HMEO	Kalton, John	2022-07-01	100.00%
447 Mechanic Equipment Repairman	Kostopoulos, Cameron	2022-07-01	100.00%
666 Superintendent of Grounds	Waldrip, Ben	2022-07-01	100.00%
434 Laborer	Preval, Jacques	2022-07-01	100.00%
410 SHMEO/Tree Climber/PWL	Vacant, C409	2022-08-01	100.00%
485 Jr Building Custodian + 10%	Hickey, Ronald	2022-07-01	100.00%
473 Jr Building Custodian + 10%	Difranco, Antonio	2022-07-01	100.00%
460 Jr Building Custodian + 10%	Pena, Marco	2022-07-01	100.00%
477 Jr Building Custodian + 10%	Mitrano, Anthony	2022-07-01	100.00%
475 Jr Building Custodian	Colman, Ronald	2022-07-01	100.00%
474 Jr Building Custodian	Reyes, Rodrigo	2022-07-01	100.00%
482 Sr Custodian 1 + 10%	Sturniolo, James	2022-07-01	100.00%
483 Jr Building Custodian	Vacant, C411	2022-08-01	100.00%
470 Sr Custodian 2 + 10%	Consolo, Joseph	2022-07-01	100.00%
486 Sr Custodian 2 + 10%	Mcdonald, Roy	2022-07-01	100.00%
463 Jr Building Custodian + 10%	Collins, John	2022-07-01	100.00%
457 Jr Building Custodian + 10%	Bocart, Miller	2022-07-01	100.00%
669 Day Supervisor of Custodians	Angiulo Jr, Anthony	2022-07-01	100.00%
454 Jr Building Custodian + 10%	Szymkowski, Roman	2022-07-01	100.00%
458 Jr Building Custodian	Fitzgerald, Robert	2022-07-01	100.00%
462 Sr Custodian 2 + 10%	Rogers, Michael	2022-07-01	100.00%
472 Jr Building Custodian + 10%	Rodriguez, Edgar	2022-07-01	100.00%
487 Asst Super of Night Custodians	Moore, Harry	2022-07-01	100.00%
468 Jr Building Custodian + 10%	Consolo, William	2022-07-01	100.00%
469 Jr Building Custodian + 10%	Toledo, Roberilson	2022-07-01	100.00%
481 Jr Building Custodian	Finigan, Michael	2022-07-01	100.00%
459 Jr Building Custodian + 10%	Valente, Cosmo	2022-07-01	100.00%
488 Jr Building Custodian	Whitlock Jr, Joseph	2022-07-01	100.00%
450 Jr Building Custodian + 10%	Barbetta, Anthony	2022-07-01	100.00%
480 Jr Building Custodian + 10%	Blaikie, Peter	2022-07-01	100.00%
476 Jr Building Custodian + 10%	Donovan, James	2022-07-01	100.00%
451 Jr Building Custodian + 10%	Hardy, John	2022-07-01	100.00%
453 Jr Building Custodian + 10%	Shea, John	2022-07-01	100.00%
479 Jr Building Custodian + 10%	Menjivar, Rubio	2022-07-01	100.00%
464 Jr Building Custodian + 10%	Hodgdon, James	2022-07-01	100.00%
465 Jr Building Custodian	Mcdaid, Thomas	2022-07-01	100.00%
456 Jr Building Custodian	Capasso, Chris	2022-07-01	100.00%
452 Jr Building Custodian	Guarino, Jason	2022-07-01	100.00%
466 Sr Custodian 2 + 10%	Collette, Christopher	2022-07-01	100.00%
484 Sr Custodian 2 + 10%	Calioro, Peter	2022-07-01	100.00%
732 Jr Building Custodian + 10% (New)	Vacant	2022-10-01	100.00%
467 Jr Building Custodian + 10%	McGovern, Michael	2022-07-01	100.00%
471 Jr Building Custodian + 10%	Washington, Stanley	2022-07-01	100.00%
461 Jr Building Custodian	Logrippo, Vincent	2022-07-01	100.00%
478 Facilities Supervisor	Bowler, Michael	2022-07-01	100.00%
455 Jr Building Custodian	Capaviella, Philip	2022-07-01	100.00%
511 Water Systems Billing Manager	Angiulo, Jean	2022-07-01	68.00%
367 Engineering Project Manager	Vacant	2022-08-01	30.00%
374 Deputy Director - Engineering Projects	Smith, Jonathan	2022-07-01	30.00%
370 Junior Civil Engineer	De Moura Maia, Isabela	2022-07-01	30.00%
501 SHMEO/Catch Basin Cleaner	Desir, Henock	2022-07-01	100.00%
493 Water & Sewer Director	Vacant	2022-07-01	68.00%
506 Superintendent of Sewer	Hayden, Jason	2022-07-01	100.00%



376	Trench Inspector	Duane, Eamon	2022-07-01	30.00%
510	Water Engineer	Perez, Carlos	2022-07-01	68.00%
505	Stormwater Program Manager	Hiller, Lucica	2022-07-01	100.00%
515	SHMEO/Catch Basin Cleaner	Burditt, Timothy	2022-07-01	100.00%
503	SHMEO/Catch Basin Cleaner (T-S)	Vacant	2022-07-01	100.00%
498	Utilities Project Manager	Amelin, Daniel	2022-07-01	68.00%
520	SHMEO/Catch Basin Cleaner	Vacant	2022-07-01	100.00%
504	SHMEO/Catch Basin Cleaner	Woods, William	2022-07-01	100.00%
75	Construction Liaison & Compliance Manager	Moos, Jesse	2022-07-01	30.00%
684	Water/Sewer System Analyst	Vacant	2022-07-01	68.00%
518	Director of Engineering	Postlewaite, Brian	2022-07-01	30.00%
507	Head Water Meter Technician	Avery, Zachary	2022-07-01	68.00%
373	Senior Civil Engineer	Lyford, Nicholas	2022-07-01	30.00%
496	SHMEO/Catch Basin Cleaner (T-S)	Vacant	2022-07-01	100.00%
490	SHMEO/Catch Basin Cleaner	Name Pending	2022-07-01	100.00%
372	Deputy Director - Engineering Services	Roche, Kevin	2022-07-01	30.00%
369	Engineering Project Manager	Cuarezma, Karla	2022-07-01	30.00%
491	Working Foreman/SHMEO - Sewer (T-S)	Vacant	2022-07-01	100.00%
495	Director of Admin And Finance	Haynes, Stephen	2022-07-01	68.00%
512	SHMEO/Catch Basin Cleaner (T-S)	Vacant	2022-07-01	100.00%
519	Principal Clerk	Haley, Carol	2022-07-01	68.00%
516	Administrative Assistant	Brown, Kim	2022-07-01	68.00%
514	Principal Clerk	Melaragni, Pamela	2022-07-01	68.00%
509	Public Works Foreman	Hussey, Theresa	2022-07-01	100.00%
517	Vacant (New) - Sewer Primary Operator	Vacant	2022-07-01	100.00%
492	Working Foreman/SHMEO - Sewer	Devita, Anthony	2022-07-01	100.00%
77	GIS Coordinator	Johnson, Keith	2022-07-01	30.00%
511	Water Systems Billing Manager	Angiulo, Jean	2022-07-01	32.00%
367	Engineering Project Manager	Vacant	2022-08-01	30.00%
534	SHMEO - Water (T-S)	Vacant	2022-07-01	100.00%
374	Deputy Director - Engineering Projects	Smith, Jonathan	2022-07-01	30.00%
370	Junior Civil Engineer	De Moura Maia, Isabela	2022-07-01	30.00%
493	Water & Sewer Director	Vacant	2022-07-01	32.00%
524	Working Foreman/SHMEO - Water	Quinn, John	2022-07-01	100.00%
376	Trench Inspector	Duane, Eamon	2022-07-01	30.00%
510	Water Engineer	Perez, Carlos	2022-07-01	32.00%
549	SHMEO - Water (T-S)	Vacant	2022-07-01	100.00%
555	SHMEO - Water	Mccormack, Kevin	2022-07-01	100.00%
538	SHMEO - Water	Campos, Lucas	2022-07-01	100.00%
498	Utilities Project Manager	Amelin, Daniel	2022-07-01	32.00%
540	Superintendent of Water	Vacant	2022-07-01	100.00%
544	Working Foreman/SHMEO - Water (T-S)	Vacant	2022-07-01	100.00%
75	Construction Liaison & Compliance Manager	Moos, Jesse	2022-07-01	30.00%
536	SHMEO - Water	Vacant	2022-07-01	100.00%
684	Water/Sewer System Analyst	Vacant	2022-07-01	32.00%
518	Director of Engineering	Postlewaite, Brian	2022-07-01	30.00%
507	Head Water Meter Technician	Avery, Zachary	2022-07-01	32.00%
373	Senior Civil Engineer	Lyford, Nicholas	2022-07-01	30.00%
531	SHMEO - Water	Crowe, James	2022-07-01	100.00%
372	Deputy Director - Engineering Services	Roche, Kevin	2022-07-01	30.00%
529	SHMEO - Water (T-S)	Vacant	2022-07-01	100.00%
369	Engineering Project Manager	Cuarezma, Karla	2022-07-01	30.00%
554	SHMEO - Water	Vacant	2022-07-01	100.00%



547	Water Foreman	Vacant	2022-07-01	100.00%
685	Water Primary Operator	Abraham, Kimberly	2022-07-01	100.00%
548	SHMEO - Water	Querusio, Jeffery	2022-07-01	100.00%
525	SHMEO - Water	Vacant	2022-07-01	100.00%
495	Director of Admin And Finance	Haynes, Stephen	2022-07-01	32.00%
519	Principal Clerk	Haley, Carol	2022-07-01	32.00%
553	SHMEO - Water	Rudolph, Robert	2022-07-01	100.00%
516	Administrative Assistant	Brown, Kim	2022-07-01	32.00%
514	Principal Clerk	Melaragni, Pamela	2022-07-01	32.00%
77	GIS Coordinator	Johnson, Keith	2022-07-01	30.00%
578	Grants Analyst	Holland, Denise	2022-07-01	100.00%
565	Social Worker	Vacant, C512	2022-08-01	100.00%
564	Director of Prevention Service	Mitchell, Matthew	2022-07-01	100.00%
560	Board of Health Member	Ciccia, Robert	2022-07-01	100.00%
579	Board of Health Member	Machado, Paula	2022-07-01	100.00%
559	Board of Health Chair	Green, Brian	2022-07-01	100.00%
580	Public Health Nurse Manager	Kelman, Elizabeth	2022-07-01	100.00%
745	Mental Health Services Manager (New)	Vacant	2022-10-01	100.00%
574	LGBTQ+ Services Coordinator	Vacant	2022-08-01	100.00%
577	Community Services Manager	Torres Trinidad, Javier	2022-07-01	100.00%
557	Healthy Communities Coordinator	Ebel, Alissa	2022-07-01	100.00%
562	Deputy Director - Human Services	Bacci, Nancy	2022-07-01	100.00%
576	Public Health Preparedness Nurse	Vacant	2022-08-01	100.00%
573	Food Access & Healthy Communities Director	Robinson, Lisa	2022-07-01	100.00%
575	Administrative Assistant SMEA A	Vacant, C512	2022-08-01	100.00%
743	Deputy Director - Public Health (New)	Vacant	2022-10-01	100.00%
567	Social Worker	Morton, Lauren	2022-07-01	100.00%
568	Case Manager	Kalas, Menny	2022-07-01	100.00%
748	Youth Services Director (New)	Vacant	2022-10-01	100.00%
572	Director of Tobacco Control	Carroll, Bonny	2022-07-01	100.00%
570	Director of Health & Human Services	Carroll, Karin	2022-07-01	100.00%
561	Program Director	Heller, Lovelee	2022-07-01	100.00%
744	Health Communications Officer (New)	Vacant	2022-10-01	100.00%
558	Clinical Youth Specialist	Vacant, C512	2022-08-01	100.00%
571	Substance Use Prevention Coordinator	Dolyak, Lily	2022-07-01	100.00%
569	Clinical Youth Specialist	Mogren, Hallory	2022-07-01	100.00%
582	Director of Veterans' Services	Louis-Jacques, Ted	2022-07-01	100.00%
728	Veterans Benefits Administrator (New)	Vacant	2022-10-01	100.00%
581	Principal Clerk	Henry, Shannon	2022-07-01	100.00%
606	Library First Assistant	Jones, Rita	2022-07-01	100.00%
608	Librarian II	O'Donnell, Kerry	2022-07-01	100.00%
609	Branch Librarian - East	Coombs, Marita	2022-07-01	100.00%
591	Librarian II	Jacobs, Ellen	2022-07-01	100.00%
594	Librarian II	Ragland, Margaret	2022-07-01	100.00%
598	Library First Assistant	Hall, Patricia	2022-07-01	100.00%
590	Librarian I	Vacant	2022-08-01	100.00%
589	Librarian I	Yell, ShanTil	2022-07-01	100.00%
586	Library Technician III	Forsell, Meghan	2022-07-01	100.00%
584	Librarian I	Pigott, Brigid	2022-07-01	100.00%
595	Library Technician II	Ghebremicael, Freweini	2022-07-01	100.00%
615	Librarian I	Miller, Jessica	2022-07-01	100.00%
603	Librarian I	Vacant	2022-08-01	100.00%
592	Librarian II	Gates, Kelly	2022-07-01	100.00%



593	Library Technician II	Fletcher, Sojourner	2022-07-01	100.00%
597	Library First Assistant	Vacant	2022-08-01	100.00%
601	Librarian I	Vacant	2022-08-01	100.00%
596	Librarian I	Jacobs, Ellen	2022-07-01	100.00%
611	Library Technician III	Mitchell, Alison	2022-07-01	100.00%
614	Library Technician III	Sanchez, Carlos	2022-07-01	100.00%
610	Librarian II	O'Kelly, Kevin	2022-07-01	100.00%
747	Librarian I	Vacant	2022-08-01	100.00%
588	Deputy Director	Stevens, Karen	2022-07-01	100.00%
604	Administrative Assistant SMEA B	Devin, Tim	2022-07-01	100.00%
599	Library Technician II	Vacant	2022-08-01	100.00%
600	Library Technician III	Perriello, James	2022-07-01	100.00%
646	Librarian II	Vacant	2022-08-01	100.00%
613	Library Technician II	Toeum, Thy	2022-07-01	100.00%
645	Librarian I	Cottingham, Kayla	2022-07-01	100.00%
612	Librarian I	Vacant	2022-08-01	100.00%
602	Library Senior Assistant	Murphy, Maria	2022-07-01	100.00%
583	Library Technician III	Imperioso, Ramo	2022-07-01	100.00%
605	Manager of Branch Services	Philbrick, Jane	2022-07-01	100.00%
585	Librarian II	Terry, Mary	2022-07-01	100.00%
587	Director of Libraries	Piantigini, Catherine	2022-07-01	100.00%
607	Librarian I	Hallion, Michaela	2022-07-01	100.00%
620	Specialized Program Coordinator	Vallesio, Jeremy	2022-07-01	100.00%
616	Specialized Program Coordinator	Tsirigotis, Johnathan	2022-07-01	100.00%
626	Asst Pool Manager-Kennedy Pool	Ballerini, Jamie	2022-07-01	100.00%
625	Facilities Mgr - Ice Rink	Vacant	2022-08-01	100.00%
619	Specialized Program Coordinator	Querusio, Alicia	2022-07-01	100.00%
621	Director of Parks & Recreation	Vacant	2022-07-01	100.00%
629	Specialized Program Coordinator	Osoy, Marco	2022-07-01	100.00%
630	Specialized Program Coordinator	Fenton, Makonnen	2022-07-01	100.00%
725	Program Coordinator (New)	Vacant	2022-10-01	100.00%
627	Pool Manager	Hudson, Stephanie	2022-07-01	100.00%
628	Ice Resurf/Oper Specialist	Bowdridge, Michael	2022-07-01	100.00%
618	Recreation Program Developer	Scarpelli, George	2022-07-01	100.00%
617	Administrative Assistant SMEA B	Vacant	2022-08-01	100.00%
632	Athletic Field Laborer	Woods, William	2022-07-01	100.00%
631	Athletic Field Laborer	Aufiero, Bryant	2022-07-01	100.00%
634	Director of Operations - Fields Maintenance	Vacant	2022-08-01	100.00%
633	Working Foreman	Vacant	2022-08-01	100.00%
635	Manager of Employee Safety & Training	Mello, Renee	2022-07-01	100.00%



Police Department Position Listing

Position Name	Incumbent Name	Start Date	FTE
CHIEF	FEMINO, CHARLES	7/1/2022	1
DEPUTY CHIEF	STANFORD, JAMES	7/1/2022	1
DEPUTY CHIEF	WARD, CHRISTOPHER	7/1/2022	1
CAPTAIN	DONOVAN, JAMES	7/1/2022	1
CAPTAIN	LAVEY JR., RICHARD	7/1/2022	1
CAPTAIN	DIGREGORIO, JEFFREY	7/1/2022	1
LIEUTENANT	DEOLIVEIRA, DIOGO	7/1/2022	1
LIEUTENANT	MITSAKIS, TIMOTHY	7/1/2022	1
LIEUTENANT	RYMILL, A WILLIAM	7/1/2022	1
LIEUTENANT	RYMILL, GERARD J	7/1/2022	1
LIEUTENANT	SHEEHAN, SEAN	7/1/2022	1
LIEUTENANT	VIVOLO, CARMINE C	7/1/2022	1
LIEUTENANT	HOLLAND, MICHAEL	7/1/2022	1
LIEUTENANT	CAPASSO JR., MICHAEL R.	7/1/2022	1
LIEUTENANT	PERRONE, MICHAEL	7/1/2022	1
LIEUTENANT	SHACKELFORD, KEVIN	7/1/2022	1
LIEUTENANT	VACANT	7/1/2022	1
SERGEANT	CHAILLE, WARREN	7/1/2022	1
SERGEANT	FUSCO, SALVATORE	7/1/2022	1
SERGEANT	GOBIEL, JOHN J	7/1/2022	1
SERGEANT	ISIDORO, RICO J	7/1/2022	1
SERGEANT	MARINO, JOHN	7/1/2022	1
SERGEANT	MONTE, DAVID	7/1/2022	1
SERGEANT	REGO, DANIEL	7/1/2022	1
SERGEANT	WHALEN, SCOTT	7/1/2022	1
SERGEANT	MCCAREY, MICHAEL	7/1/2022	1
SERGEANT	SLATTERY, JAMES, JR.	7/1/2022	1
SERGEANT	SYLVESTER, SEAN	7/1/2022	1
SERGEANT	ANDERSON, PAUL	7/1/2022	1
SERGEANT	SCHNEIDER, DEVIN	7/1/2022	1
SERGEANT	ST. HILAIRE, STEVE	7/1/2022	1
SERGEANT	BERROUET, WOLFF E	7/1/2022	1
SERGEANT	DIFAVA, MARC	7/1/2022	1
SERGEANT	KIM, ELI	7/1/2022	1
SERGEANT	VACANT	7/1/2022	1
SERGEANT	VACANT	7/1/2022	1
PATROL04	ANAYA, ROBERT	7/1/2022	1
PATROL04	BECKFORD, PAUL	7/1/2022	1
PATROL04	BORK, CHRISTINE	7/1/2022	1
PATROL04	BRIOSO, DOUGLAS	7/1/2022	1
PATROL04	BROWN, JUSTIN	7/1/2022	1
PATROL04	BROWN, MICHAEL D	7/1/2022	1
PATROL04	BUSWELL, JUSTIN	7/1/2022	1
PATROL04	CAMPERS, CASSANDRA	7/1/2022	1
PATROL04	CANTY, MARK	7/1/2022	1
PATROL04	CANTY, PATRICK	7/1/2022	1
PATROL04	CATATAO, ASHLEY	7/1/2022	1
PATROL04	CICERONE, FERNANDO	7/1/2022	1
PATROL04	CLEARY, MICHAEL	7/1/2022	1
PATROL04	COLLAZO, ARIEL I	7/1/2022	1
PATROL04	COLLETTE, CHRISTOPHER	7/1/2022	1
PATROL04	COLLETTE, WALTER , JR.	7/1/2022	1
PATROL04	COSTA, JASON	7/1/2022	1
PATROL04	COSTA, SERGIO	7/1/2022	1
PATROL04	DACOSTA, EDNA	7/1/2022	1



PATROL04	DESROCHERS, ROGER	7/1/2022	1
PATROL04	DIFRONZO, DANTE	7/1/2022	1
PATROL04	DOTTIN, DERRICK	7/1/2022	1
PATROL04	DOTTIN, SHANNON N	7/1/2022	1
PATROL04	DUCASSE-AYALA, JUAN A.	7/1/2022	1
PATROL04	DUVAL, MARIKA	7/1/2022	1
PATROL04	FARIA, MICHAEL	7/1/2022	1
PATROL04	FUSCO, CHRISTOPHER	7/1/2022	1
PATROL04	GEE, ALBERT	7/1/2022	1
PATROL04	GOULART, KEVIN	7/1/2022	1
PATROL04	HALEY, DANIEL	7/1/2022	1
PATROL04	HARTSGROVE, ROBERT	7/1/2022	1
PATROL04	HOWE, JOHN J	7/1/2022	1
PATROL04	HYDE, JAMES P	7/1/2022	1
PATROL04	ISAACS, RANDY R	7/1/2022	1
PATROL04	JEAN-JACQUES, YVON	7/1/2022	1
PATROL04	JOHNSON, STEVEN	7/1/2022	1
PATROL04	JONES, STEPHEN	7/1/2022	1
PATROL04	KHOURY, MATTHEW	7/1/2022	1
PATROL04	LAMBERT, DYLAN	7/1/2022	1
PATROL04	LAMBERT, THOMAS	7/1/2022	1
PATROL04	LEGROS, GUERDY	7/1/2022	1
PATROL04	LEQUISAMON CORNELIO, KILSARYS	7/1/2022	1
PATROL04	LORENTI, ALEX	7/1/2022	1
PATROL04	MARTINEZ, OSWALDO	7/1/2022	1
PATROL04	MCDALD, KATHRYN M	7/1/2022	1
PATROL04	MCLAUGHLIN, MARK	7/1/2022	1
PATROL04	MESSAOUDI, SAMIR	7/1/2022	1
PATROL04	MONACO, ALAN	7/1/2022	1
PATROL04	MONTINA-GARCIA, NATACHA	7/1/2022	1
PATROL04	MOREIRA, JOSEPH A	7/1/2022	1
PATROL04	MOREIRA, NICHOLAS	7/1/2022	1
PATROL04	MOREL, JORGE	7/1/2022	1
PATROL04	NEVIN, MARK	7/1/2022	1
PATROL04	O'BRIEN, ERIC	7/1/2022	1
PATROL04	O'DONNELL, KEITH	7/1/2022	1
PATROL04	OLIVEIRA, JOHN L	7/1/2022	1
PATROL04	OMEARA, ROSS D	7/1/2022	1
PATROL04	PASQUALINO, ROBERT	7/1/2022	1
PATROL04	PAVAO, BRIAN	7/1/2022	1
PATROL04	PROPHETE, FRANDIANE	7/1/2022	1
PATROL04	PULLI, MARK	7/1/2022	1
PATROL04	RADOCHIA, JAMES	7/1/2022	1
PATROL04	RAMIREZ, JOSE	7/1/2022	1
PATROL04	REECE, COURTNEY	7/1/2022	1
PATROL04	RIBEIRO, PRISCILLA	7/1/2022	1
PATROL04	RICHARDSON, MACKENZIE	7/1/2022	1
PATROL04	RIVERA, JOSEPH	7/1/2022	1
PATROL04	RUF, DAVID	7/1/2022	1
PATROL04	SCRUGLI, STEVEN	7/1/2022	1
PATROL04	SOARES, EDUARDO	7/1/2022	1
PATROL04	SULLIVAN, TIMOTHY F	7/1/2022	1
PATROL04	TEVES, JOSEPH	7/1/2022	1
PATROL04	THERMIDOR, JONATHAN	7/1/2022	1
PATROL04	TORRES, JAMES	7/1/2022	1
PATROL04	UBEDA, ERICK	7/1/2022	1
PATROL04	VAN NOSTRAND, TIMOTHY	7/1/2022	1
PATROL03	DELL'ISOLA, DANIEL	7/1/2022	1



PATROL03	GARCIA, SERGIO	7/1/2022	1
PATROL03	O'LEARY, CHARLES	7/1/2022	1
PATROL03	SULLIVAN, RYAN	7/1/2022	1
PATROL03	TAYLOR, ROBERT	7/1/2022	1
PATROL02	HENRIQUEZ, KEVIN	7/1/2022	1
PATROL02	THOMPSON, JAMEY	7/1/2022	1
PATROL01	LAVEY III, RICHARD C	7/1/2022	1
PATROL01	LENTINI, KYLE	7/1/2022	1
PATROL01	BARTON, PATRICK	7/1/2022	1
PATROL01	KARTSO, TENZING	7/1/2022	1
PATROL01	MARTINS, JONATHAN-11 months	8/1/2022	1
PATROL01	VACANT	6/1/2023	1
PATROL01	VACANT	6/1/2023	1
PATROL01	VACANT	6/1/2023	1
PATROL01	VACANT	6/1/2023	1
PATROL01	VACANT	6/1/2023	1
PATROL01	VACANT	6/1/2023	1
DIRECTOR OF FINANCE & ADMINISTRATION	EMBREE, RICHELLE	7/1/2022	0.75
IT/COMMUNICATIONS CIVILIAN	DESMOND, MATTHEW	7/1/2022	1
IT/COMMUNICATIONS JR. CLERK	VACANT	7/1/2022	1
IT/Specialist Body-Cam Implementation	VACANT	10/1/2022	1
FINANCIAL ANALYST	CASSESSO, DOROTHY	7/1/2022	1
SR. CRIME ANALYST	WILLIS, MEREDITH	7/1/2022	1
CRIME ANALYST	BARONE, MICHAEL	7/1/2022	1
VICTIM WITNESS ADVOCATE	DIPAULO, MAUREEN	7/1/2022	1
RECORDS CLERK	COOK, LORI	7/1/2022	1
RECORDS CLERK-PART TIME	VACANT	7/1/2022	1
SR. CLERK-SUBSTATION	GUARDADO, DIANA	7/1/2022	1
SR. CLERK-SUBSTATION	ROMANO, PATRICIA	7/1/2022	1
ADMIN ASST	D'ANGELI, DIANE	7/1/2022	1
SR. CLERK	MASIELLO, CHRISTINE	7/1/2022	1
DETAIL SUPERVISOR	ROCHE, ELIZABETH	7/1/2022	1
DETAIL CLERK	CARANFA, JENNIFER	7/1/2022	1
COHR DIRECTOR	CONTENTE, PATRICIA	7/1/2022	1
CLINICAL COORDINATOR	DELAFANO, CHERYL	7/1/2022	1

E911 & Animal Control Positions Listing

Position	Name
E-911 OPERATOR	CORNELIO, CHRISTINE
E-911 OPERATOR	DEFranzo, ROBYN
E-911 OPERATOR	DESousa, SUSAN
E-911 OPERATOR	HARTSGROVE, CARA
E-911 OPERATOR	HICKEY, JOHN
E-911 OPERATOR	KIELY, JULIE
E-911 OPERATOR	LENNON, SCOTT
E-911 OPERATOR	MAHONEY, JEANNE
E-911 OPERATOR	MCKENNA, JOAN
E-911 OPERATOR	MEDEIROS, THERESA
E-911 OPERATOR	MOBILIA-DOWLING, JANEEN
E-911 OPERATOR	RIVERA, BETSY
E-911 OPERATOR	VALLERY, KRISTINE
E-911 OPERATOR	WARD, KENNETH

Position	Name
ANIMAL CONTROL OFFICER	HALEY LAMONICA
ANIMAL CONTROL OFFICER	RACHEL TAYLOR



Fire Position Listing

RANK	NAME
DEPUTY CHIEF	ANZALONE, MICHAEL
DEPUTY CHIEF	AVERY, MICHAEL
DEPUTY CHIEF	HALLINAN, WILLIAM
DEPUTY CHIEF	LAMPLEY, VINCENT
DEPUTY CHIEF	MCCARTHY, ROBERT
DEPUTY CHIEF	TIERNEY, SEAN
DISTRICT CHIEF	LEE, FRANK J
DISTRICT CHIEF	MAURAS, STEVEN
DISTRICT CHIEF	SILVA, KENNETH
DISTRICT CHIEF	WALL, MATTHEW
CAPTAIN	ARDOLINO, MARC
CAPTAIN	BAKEY, TIMOTHY
CAPTAIN	BONNER, JUSTIN
CAPTAIN	FRENCH, GREGORY
CAPTAIN	GORMAN, THOMAS
CAPTAIN	HALLORAN, PATRICK
CAPTAIN	KEANE, SEAN
CAPTAIN	KHOURY, MICHAEL
CAPTAIN	MATTHEWS, MARK
CAPTAIN	NOLAN, DEREK
CAPTAIN	STILTNER, DAVID
CAPTAIN	SULLIVAN, DENNIS
LIEUTENANT	ALCARAZ, BLANCA
LIEUTENANT	BELLINI, THOMAS
LIEUTENANT	BELSKI, STEPHEN
LIEUTENANT	CICOLINI, ANTONIO
LIEUTENANT	COLBERT, JOHN
LIEUTENANT	COSTA, DANIEL
LIEUTENANT	DIPALMA, DANIEL R
LIEUTENANT	DONOVAN, TIMOTHY
LIEUTENANT	FLYNN, TIMOTHY
LIEUTENANT	FRENCH, PAUL
LIEUTENANT	GURALNICK ANDREW
LIEUTENANT	HAMILTON, BARRY
LIEUTENANT	HOUGHTON, CHARLES
LIEUTENANT	KEANE, PATRICK
LIEUTENANT	KERNER, ELLIOT
LIEUTENANT	LIPPENS, KENNETH
LIEUTENANT	MACMULLIN, BRIAN
LIEUTENANT	MARINO, MICHAEL
LIEUTENANT	MCKENZIE, JAY
LIEUTENANT	MOREIRA, PAUL
LIEUTENANT	NOONAN, BRENDAN
LIEUTENANT	O'HEARN, DANIELLE
LIEUTENANT	OTTING, FRANCIS
LIEUTENANT	PAPETTI, JOSEPH
LIEUTENANT	PATRIQUIN, ANDREW
LIEUTENANT	PIWINSKI, JAMES M
LIEUTENANT	RICHARDSON, CHARLES D.
LIEUTENANT	SAULNIER, ERIC
LIEUTENANT	TEIXEIRA, GARY
LIEUTENANT	TIERNEY, THOMAS
FIREFIGHTER	AMADO, LYSANDER



FIREFIGHTER	BARRY, PATRICK
FIREFIGHTER	BLAKE, JOHN
FIREFIGHTER	BUSI, RAYMOND
FIREFIGHTER	CAFFERKY, STEPHEN
FIREFIGHTER	CARROLL, CHRISTOPHER
FIREFIGHTER	CASEY, PATRICK
FIREFIGHTER	CLARK, CHRISTOPHER
FIREFIGHTER	CLARK, JAMES
FIREFIGHTER	COLBERT, CONNOR
FIREFIGHTER	COLBERT, CONNOR
FIREFIGHTER	COLLINS, ERIC
FIREFIGHTER	CONWAY, CHARLES
FIREFIGHTER	COPPOLA, THOMAS
FIREFIGHTER	COSTA, WILLIAM
FIREFIGHTER	CURTIS, MICHAEL
FIREFIGHTER	DAVIS, JULIAN
FIREFIGHTER	DOMINIQUE, MELVIN
FIREFIGHTER	DONEGAN, DANIEL
FIREFIGHTER	DORANT, JASON
FIREFIGHTER	DRES, JOHN
FIREFIGHTER	DRISCOLL, JOHN
FIREFIGHTER	EPPS, RYAN
FIREFIGHTER	FARINO, DAVID
FIREFIGHTER	FINNEGAN, MICHAEL
FIREFIGHTER	FITZGERALD, JOHN C.
FIREFIGHTER	FLORES, RAFAEL
FIREFIGHTER	GALVIN, CHRISTOPHER
FIREFIGHTER	GALVIN, ROBERT
FIREFIGHTER	GARCIA, VIRGILIO
FIREFIGHTER	GUELPA, CHRISTINE
FIREFIGHTER	GULLAGE, JOHN
FIREFIGHTER	HALLORAN, NICHOLAS
FIREFIGHTER	HALLORAN, NICHOLAS
FIREFIGHTER	HAMPTON, RONALD
FIREFIGHTER	HENRY, DOUGLAS
FIREFIGHTER	HIGGINS, DANIEL
FIREFIGHTER	HIGGINS, DANIEL
FIREFIGHTER	HODNETT, ROBERT
FIREFIGHTER	HUGHES, BRENDAN
FIREFIGHTER	JEFFERSON, MICHAEL
FIREFIGHTER	JOHNSON, EARL
FIREFIGHTER	KANE, MATTHEW
FIREFIGHTER	KELLEY, THOMAS F
FIREFIGHTER	KENNEY, JASON
FIREFIGHTER	KENNEY, JASON
FIREFIGHTER	KILDUFF, MICHAEL
FIREFIGHTER	KIRYLO, MATTHEW
FIREFIGHTER	LAUDANO, JOSEPH
FIREFIGHTER	LAYTON, KENNETH
FIREFIGHTER	LAYTON, RYAN
FIREFIGHTER	LAYTON, SEAN
FIREFIGHTER	LYNCH, SEAMUS
FIREFIGHTER	LYONS, SHAUN
FIREFIGHTER	MARQUIS, SEAN
FIREFIGHTER	MARQUIS, SEAN
FIREFIGHTER	MARTINI, TROY
FIREFIGHTER	MASSIAH, HALLAM
FIREFIGHTER	MATTERA, MICHAEL



FIREFIGHTER	MCCANN, JOSHUA
FIREFIGHTER	McINNIS, KEITH
FIREFIGHTER	MCKENZIE, TIMOTHY
FIREFIGHTER	MEDEIROS, THOMAS
FIREFIGHTER	MOYNIHAN, DENNIS
FIREFIGHTER	MUCCI, JOHN
FIREFIGHTER	NELSON, CARL
FIREFIGHTER	O'CONNOR, JOHN
FIREFIGHTER	O'DONNELL, DANIEL
FIREFIGHTER	O'DONNELL, DANIEL
FIREFIGHTER	O'HEARN, TIMOTHY
FIREFIGHTER	OLIVER, RANDY
FIREFIGHTER	PAINTER, MELISSA
FIREFIGHTER	PANTANELLA, DAVID
FIREFIGHTER	PEREZ, ROGER
FIREFIGHTER	PIWINSKI, JAMES P.
FIREFIGHTER	POPKEN, KARL
FIREFIGHTER	POWERS, MICHAEL
FIREFIGHTER	QUERUSIO, JEFFERY
FIREFIGHTER	QUERUSIO, JEFFERY
FIREFIGHTER	ROCHE, DANIEL
FIREFIGHTER	ROSS, THOMAS
FIREFIGHTER	RUF, JASON
FIREFIGHTER	SAPORITO, TOMMASO
FIREFIGHTER	SAULNIER, SHAYNE
FIREFIGHTER	SAULNIER, TROY
FIREFIGHTER	SULLIVAN, MATTHEW
FIREFIGHTER	SULLIVAN, MATTHEW
FIREFIGHTER	TAYLOR, BRITTANY
FIREFIGHTER	TAYLOR, BRITTANY
FIREFIGHTER	THEOPHILE, CHRIST
FIREFIGHTER	TKACZUK, ANDREW
FIREFIGHTER	VELNEY, JOCEYLN
FIREFIGHTER	VIVEIROS, FERNANDO
FIREFIGHTER	WALL, MARK
FIREFIGHTER	WALLACE, JOSHUA
FIREFIGHTER	WHELAN, ROBERT
FIREFIGHTER	WILLIAMS, KEVIN
FIREFIGHTER	
FIREFIGHTER	
FIREFIGHTER	
FIREFIGHTER	
FIREFIGHTER	
FIREFIGHTER	
FIREFIGHTER	
FIREFIGHTER	

POSITION	NAME
CHIEF ENGINEER	BREEN JR., CHARLES
ASSISTANT CHIEF ENG.	MAJOR, CHRISTOPHER
APPARATUS SUPER.	DICKIE, PAUL
SUPPORT SERV. TECH.	FORTE, MICHAEL
ADMINISTRATIVE ASST.	MARTIN, JOELLE



SENIOR CLERK	ERQUIZA, DOREEN
BUDGET ANALYST	HARDING, JOHN
DIRECTOR OF F&A	EMBREE, RICHELLE

Fire Alarm Positions Listing

POSITION	NAME
CHIEF FIRE ALARM OPERATOR	SWANTON, JAMES
SENIOR FIRE ALARM OPERATOR	BREEN, TODD
SENIOR FIRE ALARM OPERATOR	HERMAN, BRIAN
SENIOR FIRE ALARM OPERATOR	SLOANE, STEPHEN
FIRE ALARM OPERATOR	BRIEN, KYLE
SENIOR FIRE ALARM OPERATOR	WALSH, DAVID
FIRE ALARM OPERATOR	BREEN, SCOTT
FIRE ALARM OPERATOR	CASTLE, JASON
FIRE ALARM OPERATOR	ALFANO, DARIO
FIRE ALARM OPERATOR	ENGELSMAN, MARK



Financial Policies

Introduction

The City of Somerville has an important responsibility to carefully account for public funds, to manage municipal finances wisely, and to plan and provide for the adequate funding of services desired by the public and as required by laws, rules, or regulations, including the provision and maintenance of public facilities and improvements. The budget and financial goals and policies in this document are intended to establish guidelines for the continued financial strength and stability of the City of Somerville. Sound Financial Condition may be defined as:

- Cash Solvency – the ability to pay bills in a timely fashion.
- Budgetary Solvency – the ability to balance the budget annually.
- Long-Term Solvency – the ability to pay future costs.
- Service Level Solvency – the ability to provide needed and desired services.
- Public Confidence – the ability to garner public support for decisions that promote financial stability.

It is equally important that the City maintain flexibility in its finances to ensure that the City is in a position to react and respond to changes in the economy and new service challenges without measurable financial stress.

Goals

Goals are broad, timeless statements of the financial position the City seeks to attain. The financial goals for the City of Somerville are:

- To provide full value to the residents and business owners of Somerville for each tax dollar by delivering quality services efficiently and on a cost-effective basis.
- To preserve the quality of life of Somerville residents by providing and maintaining adequate financial resources necessary to sustain a sufficient level of municipal services, and to respond to changes in the economy, the priorities of governmental and non-governmental organizations, and other changes that may affect financial well-being.
- To maintain and improve the City's excellent Aa2 (Moody's) and AA+ (S&P) credit ratings.
- To employ balanced and fair revenue policies that provide adequate funding for desired programs.
- To maintain appropriate financial capacity for present and future needs.
- To promote sound financial management by providing accurate and timely information on the City's financial condition.
- To ensure the legal use of financial resources through an effective system of internal controls.

Operating Budget Strategy

- Balanced Budget. The annual operating budgets will be appropriated on a balanced basis, where operating revenues (estimated revenues) are used to fund operating expenditures/expenses (appropriations).
- Operating revenues include property taxes, motor vehicle excises, charges for services, interest earnings, license and permit fees, fines and forfeitures, regularly recurring governmental aid, and transfers in from other funds established for operating purposes.
- Operating expenditures/expenses include salaries and wages, employee benefits, equipment and improvements, depreciation (proprietary funds only), materials, supplies, contractual costs and debt service.
- Nothing in this policy shall prohibit the use of operating revenues for capital expenditures/expenses.
- To the extent possible, one-time revenues that are not required by law or agreement to be expended for a particular purpose will only be used for capital purposes, augmenting of City reserves or emergency expenditures/expense.
- The Finance Director will annually estimate the costs of the City's obligations for providing benefits for City and Somerville Public School employees as part of the preparation of the annual operating budget.
- The operating budget will only be subsidized by the Rainy Day Stabilization Fund in emergency situations, and then for only a limited time.

Revenue Policy

- The Finance Director is responsible for estimating revenues for the upcoming fiscal year. The Finance Department will consult with other officials of the City as well as state officials and others with knowledge of state and local finance.
- Revenue forecasts for local receipts and state aid shall be conservative, using generally accepted forecasting techniques and appropriate data. Revenue deficits will be avoided at all costs. To avoid any potential for such a deficit, estimates for local receipts will generally not exceed 105% of the prior year's actual collections.
- Each year and whenever appropriate, existing revenues will be re-examined and possible new sources of revenues will be explored to ensure all revenue potential is maximized. All fees are reviewed and periodically updated, as necessary.
- The City will strive to be informed and aware of all grants and other aid that may be available. All potential grants and other aid shall be carefully examined for matching requirements (both dollar and level-of-effort) and restrictive covenants, to ensure that participation in such grants will be beneficial and cost-effective.
- Each year and whenever appropriate, intergovernmental revenues will be reviewed to determine their short and long-term stability and to minimize the impact of any adverse changes. Intergovernmental revenues shall be used as legally prescribed or otherwise set forth by policy.



- A balance will be sought in the revenue structure between elastic and inelastic revenues, to minimize any adverse effects caused by inflationary or economic changes.
- One-time revenues will be used for capital improvements, additions to reserves or as legally restricted to a specific purpose.
- The City will carefully and routinely monitor all amounts due the City. An aggressive policy of collection will be followed for all receivables, including property taxes.
- User charges and fees will be set to recover approximately 100% of total direct and indirect costs.

Expenditure/Expense Policy

- Expenditures/expenses and purchase commitments will be made in a form and process that is legal, appropriate, funded, authorized and sufficiently documented.
- The balances in appropriation accounts will be monitored regularly to ensure that the total of expenditures/expenses and purchase commitments in any account do not exceed the authorized budget for that account.
- Requests for competitive bids, proposals, formal and informal quotes, and other methods of seeking and encouraging vendor competition will be obtained as required by law.
- Arrangements will be encouraged with other governments, private individuals, and firms, to contract out or cooperatively deliver services, in a manner that reduces cost and/or improves efficiency and effectiveness while maintaining service quality.
- The full direct and indirect costs will be calculated for any service provided for a fee or charge, or where there is a potential for the reimbursement of such costs.
- All appropriations shall lapse at the close of the fiscal year to the extent that they shall not have been expended or encumbered.

Risk Management Policy

The City will maintain an effective risk management program that provides adequate coverage, minimizes losses, and reduces costs.

- The City will annually work with the City's insurance carrier to update all listings of City owned assets and the value of such covered assets.
- As the City is self-insured for several of the benefits programs it offers, the City will conservatively budget for its Workers Compensation, Unemployment Compensation, and Health Insurance Programs, as follows:
- Workers Compensation will be budgeted at least 110% of the average annual claims for the prior three years.
- Unemployment Compensation will be budgeted at 110% of the average annual claims for the prior three years.
- Health Insurance will be budgeted at the full premium amount set by the GIC and will assume that all vacant positions will enroll in the most popular health insurance plan.

Reserves Policy

Stabilization Funds

- The City of Somerville shall maintain Stabilization Funds to provide the reserves that are required to protect the financial condition of the City.
- It shall be the goal of the City to achieve and maintain a balance in the Stabilization Funds of no less than 10% of the operating budget but in no case less than 5% of the operating budget.
- Interest earned on Stabilization Fund balances will be retained in the Stabilization Funds.
- The Stabilization Funds should be used to provide for temporary financing for unanticipated or unforeseen extraordinary needs of an emergency nature; for example, costs related to a natural disaster or calamity, an unexpected liability created by Federal or State legislation, immediate public safety or health needs, opportunities to achieve long-term cost savings, or planned capital investments and related debt service.
- Withdrawals from the Stabilization Fund will only be made by a two-thirds vote of the City Council, only if the balances exceed the 5% target and will not draw the balance below that point.
- To the extent possible, the Stabilization Funds will not be used to fund recurring budget items.
- In order to replenish the Stabilization Funds, in the year immediately following any withdrawal, an amount at least equivalent to the withdrawal should be deposited into the fund. Said funding should come from Free Cash or revenues. If Free Cash or revenue is insufficient to replenish the Stabilization Funds in the immediately following fiscal year then the replenishment should occur as soon as Free Cash or revenue is available, and no further withdrawal should occur until the funds have been replenished.
- The Capital Stabilization Fund is used to defray the cost of pay-as-you go new equipment, planning studies, building repairs/maintenance, capital improvements to land and buildings, and related debt service, to the extent that these costs may be funded by the Fund's balance. It is the goal of the City to maintain a minimum unreserved fund balance of \$2 million in the Capital Stabilization Fund.
- The Rainy Day Stabilization Fund is maintained for unanticipated or unforeseen needs of an extraordinary nature.

Free Cash



Free Cash is a revenue source that results from the calculation, as of July 1, of the community's remaining, unrestricted funds from its operations of the previous fiscal year based on the balance sheet as of June 30. It typically includes actual receipts in excess of revenue estimates and unspent amounts in departmental budget line items for the year just ended, plus unexpended free cash from the previous year.

- Given that Free Cash is a one-time revenue source, it should not be used to fund any personnel, program, or initiative that would require expenditures in subsequent fiscal years. Free Cash should be restricted to paying one-time expenditures, non-recurring, unforeseen expenditures, funding capital projects, or replenishing other reserves.
- It is the City's policy to reduce and then eliminate its use of free cash as a revenue source for the ensuing year's budget.
- It is the City's policy to use Free Cash to enhance reserves (Capital Stabilization, Salary and Wage Stabilization, Green Line Extension Stabilization, OPEB Trust, etc.); fund non-recurring, unforeseen expenditures, and/or provide funding for additional capital projects.
- The target goal for the City is to generate between 3-5% of the annual appropriated budget in free cash. At no time should unappropriated free cash be less than .5 % nor more than 7.5% of the annual appropriated budget.
- Free Cash shall not be depleted in any particular year in order to enable the following year's calculation to begin with a positive balance.
- To meet the target goal of 3-5% Free Cash, the City will orchestrate conservative revenue projections and departmental appropriations to produce excess income and departmental turnbacks.
- The City will endeavor to apportion a minimum of 30% of its yearly free cash certification to the Capital Investment Plan.

Capital Budgeting and Planning Policy

- The City will update and readopt annually a five-year capital improvement plan ("CIP"), including the upcoming annual capital improvement budget and a four year projection of capital needs and expenditures which details the estimated cost, description and anticipated funding sources for capital projects.
- The first year of the five year CIP will be the basis of formal fiscal year appropriation request.
- The capital improvement budget and plan will generally address those capital assets with a value of more than \$50,000 and a useful life of over five (5) years.
- Capital Items costing less than \$50,000 each need not be included in the CIP and should be funded in the annual operating budget.
- Capital Items costing more than \$50,000 but less than \$250,000, including improvements of a scheduled and recurring nature, such as safety equipment and vehicles, may be funded from available funds: free cash, grants, unexpended bond proceeds of a like purpose, etc. unless they are improvements to buildings.
- Improvements to buildings and capital items costing more than \$250,000, such as large vehicles and roofs, roads and sidewalks, should be paid by borrowing. The debt service for that borrowing would be paid from the operating budget until the maturity of the bonds.
- Very large building and utility infrastructure projects, such as new, replacement or improvements to buildings costing \$4,000,000 or more, may be funded by borrowing paid for from debt exclusions, city reserves, or use of District Improvement Financing. The City will continue to maintain Stabilization Funds for such a purpose.
- The City will emphasize preventive maintenance as a cost-effective approach to infrastructure maintenance. Exhausted capital goods will be replaced as necessary.
- Lease-purchase agreements may be authorized to allow the City to take advantage of special conditions or circumstances, where the terms are advantageous to the City.
- Short-Term debt may be used to provide necessary cash flow prior to bond sales, in order to start capital projects on optimal construction or acquisition schedules before determinate costs can be ascertained. The City, when possible and economic, will use cash on hand to fund projects until bonds are issued.
- The scheduling of bond issues will be arranged to provide the necessary on-going funds for each capital project.
- Proceeds from the sale of municipal property shall be dedicated to capital improvement financing.

Debt Management Service

General Fund Debt Service

- A limit on debt service costs as a percentage of the City's annual budget is especially important because of Proposition 2 ½ constraints on the City budget. At the same time, the community's regular and wellstructured use of long-term debt signifies the municipality's commitment to maintaining and improving its infrastructure.
- The City will observe a debt service "ceiling" of 10% for non-excluded debt service, meaning that annual debt service payable on non-excluded bonded debt should not exceed 10% of the annual operating budget. The City's current target is not to exceed 7% of the annual operating budget. The City also designates a debt service "floor" of 2% as a continued expression of support for continued investment in capital infrastructure.
- Long-term debt will be issued only for objects or purposes authorized by state law under Chapter 44, section 7 and 8.
- Short-term debt may be issued to finance current operating expenditures only in the event of extreme financial emergency.
- Debt maturity will not exceed the lesser of: the useful life (as established by the City Treasurer-Collector), or the period of probable usefulness (as defined in Massachusetts State Local Finance Law), of the object or purpose so financed, whichever is shorter.



- The City will maintain good communications with bond rating agencies, bond counsel, banks, financial advisors and others involved in debt issuance and management.
- The City will attempt to maintain a long-term debt schedule so that at least 50 percent of outstanding principal will be paid within ten years.
- The City will continually pursue opportunities to acquire capital by means other than conventional borrowing, such as grants, and low-or-zero interest loans from state agencies such as the Massachusetts Water Pollution Abatement Trust (MWPAT), Massachusetts School Building Authority (MSBA) or the Massachusetts Water Resources Authority (MWRA).

Enterprise Fund Debt Service

- Water and Sewer Enterprise Debt Service should not exceed 30% of water and sewer operating revenues. This benchmark recognizes the capital intensive nature of the Water and Sewer Enterprise Funds.
- The City maintains a Water and Sewer Stabilization Fund for Water and Sewer Capital Projects. The City endeavors to appropriate a minimum of 60% of Water/Sewer Retained Earnings to the Water/Sewer Stabilization Fund on an annual basis.

Protection of Credit Rating Policy

- The City will not rely on reserves to sustain operating deficits. Use of such reserves will be limited to helping the City deal with short-term or emerging financial stress, but then the City will either reduce spending to within the limits of recurring revenues, or seek approval for additional revenues from the voters of the City.
- The City will not defer current costs to a future date. This includes costs such as pension costs or benefits costs.
- The City will analyze the full-life costs of multi-year decisions. For example, acquiring or construction of new buildings will be conducted with an assessment of the operating costs of the building. Lease agreements will be conducted with an assessment of future budgets and the ability to make annual payments. Labor agreements will be negotiated with an analysis of the full costs associated with the terms of the agreement.

Investment Policy

1. The Investment of General Funds, Special Revenue, and Enterprise Funds.

A. Scope

This section applies only to short term operating funds, general funds, special revenue, enterprise funds, bond proceeds and capital project funds. Section two will deal with trust funds and other special circumstance such as stabilization, and section three will deal with Other Post Employee Benefits (OPEB) Funds.

B. Objectives

Massachusetts General Laws, Chapter 44, section 55B requires the Treasurer to invest all public funds except those required to be kept uninvested for purposes of immediate distribution. Funds should be kept in interest bearing until such time these funds need to be disbursed. The state law further requires that invested funds are to be placed at the highest possible rate of return reasonably available, taking account of safety, liquidity and yield. Therefore, these guidelines are intended to further the objective of securing the highest return that is consistent with safety of principal while meeting daily cash requirements for the operation of the City.

- **Safety** of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital through the mitigation of credit and interest rate risk. These risks shall be mitigated by the diversification and prudent selection of investments instruments and choice of Massachusetts based financial institution. To further diversify credit risk no one institution should contain more than 25% of the City's working Capital, unless the capital is fully collateralized or insured through either the FHLB SIF or DIF.

- **Liquidity** is the next most important objective of the investment program. The overall investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Since all possible cash demands cannot be anticipated, the Treasurer shall carry out investment activities that assume a reasonable high demand on capital so that no forfeiture of accrued interest or other penalty of capital arises.

- **Yield** is the third, and last, objective. Investments shall be undertaken so as to achieve a fair market average rate of return, taking into account safety and liquidity constraints as well as legal and policy requirement parameters.

The Treasurer may invest in the following instruments:

- Massachusetts State pooled fund: No more than 30% of the City's working capital(pool is liquid)



- The Massachusetts Municipal Depository Trust (MMDT), an investment pool of state, local, county, and other independent governmental authorities, is under the auspices of the State Treasurer and currently managed by Federated Investment. It invests in Bankers Acceptances, Commercial Paper of High quality, Bank Certificates of Deposit (CD's), Repurchase Agreements (Repos), and U.S. Treasury Obligations. It has Federal Deposit Insurance Corporation (F.D.I.C.) pass-through insurance on the C.D.'s and takes delivery on the Repos and Treasuries. Under Government Accounting Standards Board Regulation (GASB III), it is not considered an uncollateralized product.
- U.S. Treasuries that will be held to maturity: 25% (up to a three year maturity from date of purchase).
- U.S. Agency obligations that will be held to maturity: 25% (up to three years from date of purchase).
- Bank Accounts and CD's (Up to three years) must be fully collateralized or insured through another source, Depository Insurance Fund (DIF) or Shared Insurance Fund (SIF), further examination of a financial institution should take place periodically during the duration of the obligation.
- Unsecured Deposits of any kind such as other checking, savings, money market, or CD's accounts at Banks that do not fit into the above categories. These investments are subject to the following limitations: No more than 5% of and institutions assets and no more than 5% of the City's Cash. This amount may be increased for not more than 30 days during times of heavy collection or in anticipation of large payments that will be made within 30 days. Significant contact, research, diversity and other forms of examination should be used to closely monitor the institutions credit worthiness.
- Money Market Mutual Funds that are registered with the Securities and Exchange Commission that have received the highest possible rating from at least one nationally recognized statistical rating organization and as otherwise referenced in M.G.L. Chap 44 Section 55.

The City will manage credit risk several ways. There will be no limit to the amount of US Treasury and Agency Obligations which both of these carry AAA rating. However it's noted in the policy that no more than 50% should be utilized in this category for liquidity needs. The City may also invest in MMDT up to 50% of its Cash. The City may also place funds in banking institutions as stated in section C of this policy.

Custodial Risk

The custodial credit risk from deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party.

The City will review the firm's financial statements at least annually and the character and background of the Sale Representative. The intent of this qualification is to limit the City's exposure to only those institutions with a proven financial strength, Capital adequacy of the firm, and overall affirmative reputation in the municipal industry.

Further all securities not held directly by the City, will be held in the City's name and tax identification number by a third party custodian approved by the Treasurer and evidenced by safekeeping receipts showing individual numbers for each security.

Concentration of credit risk

Concentration of credit risk is the risk of loss attributed to the magnitude of government investments in a single issuer. The City will minimize Concentration of Credit Risk by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The City will manage interest rate risk by managing the various durations in the account.

Foreign Currency Risk

The City will not invest in any instrument exposed to foreign currency risk.

Authorization

The Treasurer has authority to invest municipality funds, subject to the statutes of the Commonwealth of Massachusetts G.L. Chap 44, Section 55,55A & 55B as amended.

Ethics

The Treasurer (and the Assistant Treasurer) shall refrain from any personal activity that may conflict with the proper execution of the invest program or which could impair or appear ability to make impartial investment decisions. Said individuals shall disclose to the Finance Director and the Town Clerk any material financial interest in financial institutions that do business with the City. They should also disclose any large personal financial investments positions or loans that could be related to the performance of the City's investments.



Relationship with Financial institutions

Financial institutions should be selected first and foremost with regard to safety. Broker should be recognized, reputable dealers and members of FINRA.

The Treasurer will require any brokerage houses and broker/dealers wishing to do business with the City to supply the following information to the Treasurer:

Audited Financial Statements

- If acting as an investment Advisor their updated Form ADV upon request
- Proof of National Association of Security Dealers Certification
- A statement that the dealer has read the City's investment Policy and will comply with it on an annual basis.
- Proof of credit worthiness and 10 years in business and minimum of \$10 Million in Capital.
- Restrictions. Chapter 44, Section 55 set forth the several restrictions that the Treasurer must be aware of when making investment selections.
- The Treasurer shall not at any time have on deposit in a bank or Trust company an amount exceeding 50% of the capital and surplus of such bank or Trust company, or banking company, unless satisfactory security is given to it by such bank or trust company, or banking company for such excess.
- The Treasurer will not make a deposit in any bank, trust company or banking company that he/she is associated as an officer or employee or has been the same for any time during the three years immediately preceding the date of such deposit.

Legal References

Massachusetts General Laws Chapter 44, Section 55, 55A, and 55b

II. The Investment of Trust Funds, Stabilization Funds and Community Preservation Act Funds

This section of the policy applies only to funds that could be invested long term, i.e. trust funds, stabilization funds and community preservation act funds.

A. Scope

This policy applies to all accounts that are designed as Trust Funds, Stabilization Funds, and Community Preservation Funds. In addition the Town has placed the Stabilization money in this account.

All accounts will be maintained separately receiving their proportionate interest and any realized and unrealized gains or losses. The account will be established as a pooled investment portfolio unless otherwise stated. Any additional accounts will be maintained in this same manner.

B. Authority

Massachusetts General Law Chapter 44, section 54 pertains to the investment of Trust Funds. All trust funds shall fall under the control of the City Treasurer unless otherwise provided or directed by the donor.

C. Objective

Massachusetts General Laws, Chapter 44, section 55B requires the City Treasurer to invest all public funds except those required to be kept uninvested for purposed of immediate distribution. This section also requires that invested funds are to be placed at the highest possible rate of interest reasonably available, taking account of safety, liquidity and yield. Therefore, these guidelines are intended to further the objective of securing the highest return that is consistent with safety of principal while meeting the daily cash requirements for the operation of the entity's business.

Safety of principal is the foremost objective of the investment programs. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital through the mitigation of credit risk and interest rate risk. These risks shall be mitigated by the diversification and prudent selection of investment instruments, and choice of depository. Credit risk is the risk of loss due to the failure of the security issuer or backer. Interest rate risk that the market value of the security will fall due to changes in general interest rates.

Liquidity is the next most important objective. The overall investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Since all possible cash demands cannot be anticipated, the treasurer shall carry out investment activities in a manner that provides for meeting unusual cash demands without the liquidation of investments that could result in forfeiture of accrued interest earnings, and loss of principal in some cases.

Yield is the third, and last, objective. Investments shall be undertaken so as to achieve a fair market average rate of return, taking into account safety and liquidity constraints as well as all legal requirements.



D. Investment instruments

M.G.L. Chapter 44 section 54 states that money should be deposited into savings bank, trust companies incorporated under the laws of the commonwealth, banking companies incorporated under the laws of the Commonwealth which are members of the Federal Deposit Insurance Corporation, or national banks, or invested in participation units in a combined investment fund under section thirty-eight A of chapter twenty-nine, or in a paid-up shares and accounts of and in co-operative banks, or in shares of savings and loan associations or in share or savings deposits of federal savings and loan associations doing business in the commonwealth.

Additionally the City may invest such funds in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under the laws of the commonwealth; provided, that not more than fifteen company stocks, nor shall more than one and one-half percent of such funds be invested in the stock of any one bank or insurance company. See attached the Commonwealth of Massachusetts List of Legal Investments

The Treasurer may invest in the following instruments:

- U.S. Treasuries that maybe sold prior to maturity: Unlimited amounts (With no limit to the length of maturity from date of purchase)
- U.S. Agency obligations that may be sold prior to maturity. Unlimited amounts (With no limit to the length of maturity from date of purchase)
- Bank accounts or Certificates of Deposit, hitherto termed C.D.'s Unlimited amounts (With no limit to the length of maturity from date of purchase) which is fully collateralized through a third party agreement.

E. Standards of Care

The standard of prudence to be used by the Treasurer shall be the "prudent Person" standard and shall be applied in the context of managing an overall portfolio. The Treasurer acting in accordance with written procedures, and this investment policy, and exercising due diligence shall be relieved of personal responsibility for an individual security credit risk or market price changes, provided the purchase and sale of securities is carried out in accordance with the terms of this policy.

Diversification

Diversification should be interpreted in two ways: in terms of maturity as well as instrument type and issuer. The diversification concept should include prohibition against over concentration of maturities as well as concentration in a specific institution, with the exception of US Treasury Obligations or investments fully collateralized by US Treasuries or Agencies.

Ethics

The Treasurer (and the Assistant Treasurer) shall refrain from any personal activity that may conflict with the proper execution of the invest program or which could impair or appear ability to make impartial investment decisions. Said individuals shall disclose to the Finance Director and the Town Clerk any material financial interest in financial institutions that do business with the City. They should also disclose any large personal financial investments positions or loans that could be related to the performance of the City's investments.

Relationship with Financial Institutions

Financial institutions should be selected first and foremost with regard to safety. Broker should be recognized, reputable dealers and members of FINRA.

The Treasurer will require any brokerage houses and broker/dealers wishing to do business with the City to supply the following information to the Treasurer:

- Audited Financial Statements
- If acting as an investment Advisor their updated Form ADV upon request
- Proof of National Association of Security Dealers Certification
- A statement that the dealer has read the City's investment Policy and will comply with it on an annual basis
- Proof of credit worthiness and 10 years in business and minimum of \$10 Million in Capital.

Bank accounts and C.D.'s (With no limit to the length of maturity from date of purchase), fully insured by F.D.I.C. and in some cases also Depository Insurance Fund of Massachusetts (D.I.F.) & (SIF): \$250,000 the maximum allowable insurable amount all bank accounts and C.D.'s in one institution are considered in the aggregate to receive the \$250,000 maximum allowable insurance coverage.

Unsecured bank deposits of any kind such as other checking, savings, money market, or Certificates of Deposit accounts at Banks that do not fit the above categories. These investments are subject to the following limitations: These investments will be limited to no more that 5% of an institution's assets and no more than 20% of a municipality's cash. This percentage may be



increase for not more than 30 days during times of heavy collection or in anticipation of large payments that will be made by the Town in the near future. These payments may be for such items as debt service payment or regional school assessments. Their credit worthiness will be tracked by research, or other bank credit worthiness reporting systems. They will be diversified as much as possible. C.D.'s will be purchased with no limit to the length of maturity from the date of purchase and will be reviewed frequently. Common and preferred stock that are listed in the List of Legal Investments. Investment Funds that are listed in the List of Legal Investments. All other items not separately identified here that are listed in the List of Legal Investments.

Risk Tolerance

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The City will manage credit risk several ways. There will be no limit to the amount of United States Treasury and agency obligations which both of these types of investments carry an AAA rating. In regards to other investments the City will only purchase investment grade securities with a high concentration in securities rated A and above. The City may invest in the Massachusetts Municipal Depository Trust (MMDT) with no limit to the amount of funds placed in the fund. The City may place funds in banking institutions as stated in the Section C of this policy.

Custodial Risk

The custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment of collateral securities that are in the possession of an outside party. The City will review the firm's financial statements and the background of the sales representative. The intent of this qualification is to limit the City's exposure to only those institutions with a proven financial strength, Capital adequacy of the firm, and overall affirmative reputation in the municipal industry. Further all securities not held directly by the City, will be held in the City's name and tax identification number by a third party custodian approved by the Treasurer and evidenced by safekeeping receipts showing individual CUSIP numbers for each security.

Concentration of Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The City will minimize Concentration of Credit Risk by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The City will manage interest rate risk by managing duration in the account.

Foreign Currency Risk

Foreign currency risk is the risk that changes in the exchange rates will adversely affect the fair value of an investment or a deposit. The City will not invest in any instrument exposed to foreign currency risk.

III. The Investment of OPEB Funds

A. Purpose

The primary purpose of this Investment Policy Statement (IPS) is to provide a clear understanding between the City of Somerville and Rockland Trust, the designated Investment Manager, regarding the objectives, goals, risk tolerance, and investment guidelines established for the OPEB (Other Post-Employment Benefits) Trust Fund. The secondary purpose is to describe for the Office of Treasurer & Collector of Taxes, the public, and staff the underlying logic and philosophy supporting this Statement.

B. Scope



This IPS applies to all funds that are separately designated as long-term OPEB funds. The account will be established as a pooled investment portfolio unless otherwise stated. Any additional contributions to the account will be maintained in the same manner.

C. Authority

Massachusetts General Law Chapter 32B, section 20 allows a city, City, district, county or municipal lighting plant to set up a special trust fund, the Other Post-Employment Benefits (OPEB) Liability Trust Fund. The City of Somerville Treasurer/Collector is the Custodian of the fund. Investment of fund monies by the custodian must be consistent with the prudent person standard set forth in Massachusetts General Law Chapter 203C for private trust funds. Interest earned on the investment of fund monies belongs to the fund.

D. Introduction

Creating an investment policy is the most critical phase of the entire investment process. The effects from a properly drafted vs. ineffective investment policy statement can be more important than the effects of good or poor investment management. To be successful, an investment policy needs to be appropriate for its setting and intended purpose. The policy needs to match the needs of the anticipated requests or periodic disbursements to the financial assets most likely to meet those cash flow needs. The best way to minimize investment risk is to match, as closely as possible, the timing of future liabilities with the timing of future cash flows from the portfolio assets. Furthermore, with regards to OPEB liabilities, the policy needs to stipulate those permitted investments most likely able, over the long term, to approximate the rate of return, or discount rate, targeted by the City's actuarial study. Under GASB 45, the discount rate should be the long term expected yield on the investments that are expected to be used to pay benefits as they come due. These would be plan investments for a funded plan or a weighted average of expected plan and employer investments for a plan that is partially funded. Investments within an OPEB Trust Fund will closely approximate pension fund-type investments securities.

The policy statement is also designed to withstand "trustee risk" — the possibility that, at some stress point (most frequently an extreme decline in the stock or bond markets), those who oversee the funds may react in a manner detrimental to the long-term health of the Trust Funds.

E. Objective

OPEB funds are long-term investments. Given a stated discount rate target, this long-term approach enables the City to purchase long-term assets, such as equities, which tend to have high returns over many years but whose price volatility precludes their use by those with shorter time horizons. By keeping our long-term focus in mind at all times, we hope to weather the periodic bad times.

We expect this long term view to provide us with better results than will be earned by those who pick short term investments or who abandon ship during turbulent times. We also expect that equities will serve as a hedge against eroding Trust fund values due to long term inflationary trends.

We expect the stock market to provide greater total returns than the bond market does. We make this statement in a long-term sense, knowing that both economies and markets suffer periodic (but normally brief) declines, and knowing that there have been periods when cash and bonds outperform stocks.

We expect the relationship between the economy, the stock market, and inflation that has been in existence for the past 70 years to continue. We expect the American economy to show modest real growth over full business cycles, after allowance for occasional recessions. We expect stock prices to grow slightly faster than inflation, although the naturally volatile nature of the stock market will make such growth invisible except when observed over longer periods of time. We expect cash dividends from stocks also to grow slightly faster than inflation, and to fluctuate much less than stock prices do.

We expect continued inflation. Its timing and severity we cannot predict, but we believe it will be of sufficient magnitude that to ignore it would threaten our ability to meet our long-term objectives. Our definition of risk is not always the common one. Most investors define investment risk in terms of the volatility of short-term total returns. This definition is appropriate for funds with a very short-term time horizon, but inappropriate for quasi-perpetual funds such as the OPEB Trust Fund. Our managed funds bear three potential kinds of risk. One comes from any mismatch between the natural cash flows out of the



Trust Fund (the amount requisitioned from the Trust Funds and the cash flows coming in (from contributions, dividends and interest). A second source of risk is the possibility that the assets in the funds do not perform the way the investment manager(s) or we expect them to. The third form of risk is that of reacting inappropriately at a volatile period, most likely after a severe market decline. We hope to minimize these risks to as great a degree as is possible without harming the Trust Fund's long-term objectives. Market value fluctuations are of secondary importance unless individual assets have permanently impaired values and must be liquidated to preserve remaining value.

F. Strategy

The contracted Investment Manager(s) will utilize the following investment guidelines in terms of asset allocation. This policy is subject to review and amendment at any time.

0 – 10% Cash and cash equivalents – normalized at 5%. Cash will be maintained to provide periodic cash distributions. Cash will not normally be held as a strategic investment asset, although the Investment Manager may seek to allow cash to build to the maximum level in times of market uncertainty.

0 – 20% Alternative Investments – normalized at 10%. Alternative Investment strategies include, but are not limited to, investment vehicles with the following objectives: market-neutral, absolute return, global macro, long/short, commodities, managed futures and arbitrage.

30 – 50% Fixed Income - normalized at 40%. To ensure appropriate diversification and to minimize default risk, the Trust Fund will invest primarily in high-quality taxable bonds, notes, and other credits through mutual funds, exchange-traded funds (ETFs) or individual bonds. Lower-quality bonds may be held through mutual fund or ETF ownership. The overall goal of the fixed-income portion of the portfolio is to provide returns competitive with, and price volatility similar to, the Barclays (Lehman Brothers) Aggregate Bond Index. The fixed income allocation exists to provide income and to dampen the volatility from the fund's equity holdings.

30 – 70% Equities – normalized at 50%. The sub-categories and their respective allocation ranges are guidelines and may be modified. They are as follows:

- 1) 40-60% - normalized at 50% (of the equity allocation) in U.S. Large Cap;
- 2) 15-25% - normalized at 20% - in International Developed Countries (all markets caps);
- 3) 10-15% - normalized at 12.5% - in U.S. Mid Cap;
- 4) 5-15% - normalized at 10% - in U.S. Small Cap;
- 5) 5-10% - normalized at 7.5% - in International Emerging Markets.

Adequate diversification and risk controls must be maintained within each sub-category. An appropriate benchmark for the overall asset class of equities, as well as each sub-strategy, will be determined and agreed upon between the City and the Investment Manager(s).

G. Investment Instruments

M.G.L. Chapter 203C: section 1 known as the Massachusetts Prudent Investor Act, states that a custodian shall invest and manage trust assets as a prudent investor would, considering the purposes, terms, and other circumstances of the trust, including those set forth in subsection c. In satisfying this standard, the custodian shall exercise reasonable care, skill, and caution. A custodian's investment and management decisions respecting individual assets shall be considered in the context of the trust portfolio as a part of an overall investment strategy reasonably suited to the funds.

Among circumstances that a custodian shall consider in investing and managing trust fund assets are such of the following as are relevant to the trust fund or its beneficiaries: 1) general economic conditions; 2) the possible effect of inflation or deflation; 3) the role that each investment or course of action plays within the overall portfolio; 4) the expected total return from income and appreciation of capital; 5) other resources of the beneficiaries; 6) needs for liquidity, regularity of income, and preservation or appreciation of capital. A custodian shall make a reasonable effort to verify facts relevant to the investment and management of

trust fund assets. A custodian may invest in any kind of property or type of investment consistent with the standards of this chapter. A custodian, who has special skills or expertise, shall have a duty to use such special skills or expertise. A custodian shall reasonably diversify the investments of the Trust Funds unless, under the circumstances, it is prudent not to do so.

The Treasurer may invest in the following instruments:

- U.S. Treasuries that may be sold prior to maturity: Unlimited amounts (With no limit to the length of maturity from date of purchase)
- U.S. Agency obligations that may be sold prior to maturity: Unlimited amounts (With no limit to the length of maturity from date of purchase)
- Bank accounts or Certificates of Deposit ("CDs"): Unlimited amounts (With no limit to the length of maturity from date of purchase), which is fully collateralized through a third party agreement.



- Bank accounts and CDs: (With no limit to the length of maturity from date of purchase) fully insured by F.D.I.C. and in some cases also Depository Insurance Fund of Massachusetts (D.I.F.): All bank accounts and CDs in one institution are considered in the aggregate to receive the insurance coverage limit.
- Money market mutual funds.
- Fixed-income mutual funds and exchange-traded funds (ETFs).
- Preferred stock: securities must be investment grade at the time of purchase.
- Common stock.
- Equity mutual funds and exchange-traded funds (ETFs).
- Alternative investment-oriented mutual funds. Leveraged (i.e. 2x or 3x) investment strategies are not permitted.

H. Diversification

Equity

The equity portion of the portfolio should consist of a diversified mix of investments (individual equities, mutual funds and exchange-traded funds) suitable to achieve the objective of capital appreciation. Individual equity holdings in any one company should not exceed 5% of the market value of the portfolio. Equity holdings may be selected from the New York and American Stock Exchange or the NASDAQ markets. Securities may be in U.S. companies, or foreign companies purchased as American Depository Receipts (ADR's). Funds may be invested in securities convertible into equities or preferred stock.

No funds may be invested in real estate, private placements or letter stock, the Investment Advisor shall not engage in margin transactions, short sales or any other such specialized investment vehicles. The manager of a specific mutual fund and exchange-traded fund, however, may engage in short sales as part of an overall investment strategy. The selection of individual equities will be at the discretion of the Investment Advisor. OPEB funds may be invested in the State Retiree Benefits Trust Fund (SRBTF) and are therefore exempt from having to comply with the activity described in the beginning of this paragraph.

Fixed Income

Investments in fixed income securities will be made principally for income and capital preservation. Selection should be made from liquid, investment grade corporate debt, convertible debt and obligations of the United States Government and its agencies. Lower-quality investments may only be held through diversified vehicles, such as mutual funds or exchange-traded funds.

Securities of a single corporate issuer (excluding the United States Government and its Agencies) will not exceed 5% of the portfolio market value. Investments in U.S. Government debt will not include agencies that are not permitted under Massachusetts General Laws (i.e. Sallie Mae (SLMA) or Ginnie Mae (GNMA) obligations).

No more than 15% of the portfolio's total market value will be invested in convertible securities.

Individual corporate debt and preferred stock issues must be rated BBB or better, as defined by Moody's and/or Standard & Poor's Rating Agency.

There shall be no direct investments in real estate, mortgages, collateral or non-collateral loans, private placements, fixed income or interest rate futures, and no engagement in any other specialized fixed income ventures. The manager of a specific mutual fund and exchange-traded fund, however, may engage in fixed income and interest rate futures as part of an overall investment strategy.

Diversification should be interpreted in two ways: in terms of maturity as well as instrument type and issuer. The diversification concept should include prohibition against over concentration of maturities, as well as concentration in a specific institution, with the exception of U.S. Treasury obligations or investments fully collateralized by U.S. Treasuries or agencies.

J. Supervision

- The Treasurer will meet with the investment manager(s) as frequently as quarterly to monitor the performance of the funds and the investment manager(s) compliance with these guidelines. The Treasurer will receive and review portfolio management reports quarterly.
- The Treasurer will review this Investment Policy Statement at least once a year to ensure that it remains appropriate and complete.



- The Treasurer has the option to put the management of funds out for bid periodically, and shall consider such option not less frequently than every five years, through a request for information, request for proposal, or similar process as required by law or City policy

The City will follow the policies as outlined in this policy statement.



Basis of Accounting & Budgeting

Basis of Accounting

The modified accrual basis of accounting is used by all governmental fund types, expendable trust funds, and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual, that is, when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period, or soon enough thereafter to be used to pay liabilities of the current period. The City considers property taxes as available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due.

The accrual basis of accounting is utilized by non-expendable trust funds. Under this basis of accounting, revenues are recorded when earned, and expenses are recorded at the time liabilities are incurred.

Basis of Budgeting

The City's General Fund annual budget is adopted on a statutory basis that differs in some respects from generally accepted accounting principles (GAAP). The major differences between the budget basis and GAAP basis of accounting are that:

1. Budgeted revenues are recorded when cash is received, except for real estate and personal property revenues, which are recorded as revenue when levied (budget), as opposed to when susceptible to accrual (GAAP).
2. Encumbrances are treated as expenditures in the year the commitment is made. Also, certain appropriations, known as special articles, do not lapse, and are treated as budgetary expenditures in the year they are authorized.

Budget Process and Schedule

The budget is developed based upon projected assumptions of available revenue. The budget is based upon a budget ceiling or levy limit of revenue derived from local property taxes in accordance with Proposition 2½. Added to these revenues are projections for state aid; miscellaneous revenues, such as fees, permits, and interest earned; and available funds, such as free cash and special revenues. This levy limit may be increased if an override is approved by a majority of voters at the polls.

While the projection of available revenues creates a budget ceiling for the City, an expenditure floor is created by calculating certain fixed or semi-fixed costs such as debt payments, employee benefits, and various assessments. These costs subtracted from projected revenues leave remaining funds that are available for discretionary spending, such as education, public safety, infrastructure maintenance, and community services.

For the past several fiscal years, departments have been instructed to provide budget requests that level fund or reduce non-personnel related line items. These requests were then further adjusted to meet revenue estimates while avoiding major service or personnel reductions.

Beginning in January each year, the Finance Department reviews the previous six months of revenue collections and expenditures. With the release of the Governor's proposed budget in late January, the Finance Department develops an estimated revenue projection for the next fiscal year. In mid-February, the Finance Department distributes budget request forms to each of the departments. These forms require detailed information regarding personnel services and ordinary maintenance costs as well as justification for additional personnel or new service programs. Additionally, each revenue-generating department is required to project future revenue with supporting justification. If budget cuts appear to be inevitable, departments are to provide different budget reduction-scenarios and detail their effects on delivery service. These forms are due back to the Finance Department in mid-March.

After each department's budget requests have been received, the Finance Department meets with each department as necessary to further refine the budget requests in order to reach a balanced budget. These meetings continue through the month of April. Also during this time, departments work with SomerStat analysts to develop department goals, objectives and performance measures. The Mayor's Office, in coordination with the Finance Department, prioritizes expenditures and develops a balanced budget by mid-May. The Mayor submits a proposed budget to the City Council the first week of June. After a public hearing, the Board of Alderman approves a budget by June 30th. The graphic below provides a visual representation of the budget process.

Supplemental appropriations to the adopted budget may be made with the approval of the Mayor and the City Council until such time the City files the Tax Rate Recapitulation Sheet with the Massachusetts Department of Revenue. The Tax Rate Recapitulation Sheet reflects the total revenues a community must raise through taxation and other sources to fund local



appropriations. The recapitulation sheet is submitted to the state DOR by the Board of Assessors and upon its approval, the community may issue its property tax bills.

Interdepartmental transfer of funds between city departments may be made with the approval of the Mayor and the City Council at any point throughout the fiscal year.



- Information sharing
- Division due dates
- City Council involvement

FY23 Budget Calendar

February						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

FY23 Budget Key Dates & Deadlines

- 2/17 Budget Kickoff
- 2/23 Budget Priorities and Areas of Focus sent from Mayor Ballantyne
- 3/18 Level-Service staffing costs shared
- **3/25 Level-Service budgets due**
- **4/4 Requests for additional funding due**
- 4/7 City Councilors submit budget priorities to the Mayor's Office

FY23 Budget Key Dates & Deadlines (cont.)

- 4/15 Draft revenue estimates due
- **4/29 Digital Budget Book department pages available**
- 5/19 Special Meeting of City Council conveying fiscal trends impacting FY23 budget
- 6/1 Budget submitted to City Council
- 6/6 - 6/22 Finance Committee meetings reviewing budget
- 6/23 FY23 Budget Vote by City Council

Please note that while May does not appear to have any deadlines, there will likely be involvement with the Mayor's Office as proposals are reviewed and Councilor budget priorities are taken into account



Fund Descriptions

Governmental Fund Descriptions

Most City functions are financed through what are called governmental funds. There are four types of governmental funds maintained by the City: the General Fund, Enterprise Funds, Special Revenue Funds, and Stabilization Funds. The City Council appropriates the General Fund and Enterprise Funds.

General Fund: The General Fund is the major operating fund of the City government, and it accounts for the vast majority of City operations. The General Fund is supported by revenues from real estate and personal property taxes, state and federal aid, excise taxes, investment income, fines and forfeitures, and fees and charges. Most of the City's departments, including the schools, are supported in whole or in part by the General Fund.

Enterprise Funds: The City maintains four Enterprise Funds: one for the Sewer Division of Public Works, one for the Water Division of Public Works, one for the Veteran's Memorial Ice Rink, and one for the Dilboy Athletic Complex. An enterprise operation is a business-type activity supported primarily by charges for services received. Funds raised from charges are dedicated to the specific purpose of the enterprise operation, and cannot be diverted to other unrelated uses. The concept of an enterprise operation also includes the maintenance of the capital facilities of the business. That is, fees for services are charged to recover not only the operating costs of the activity but also the "using up" (depreciation) of the capital investments supporting the service.

Budget and financial reports for enterprise operations utilize terms and concepts that differ significantly from those utilized for General Fund tax-supported reports that are the routine focus of public attention. The purpose of enterprise financial reporting is to measure with reasonable accuracy and consistency the net income derived from operations, and then to measure the availability and use of capital acquisition and construction financing. The presentation of the enterprise budgets utilizes budgetary terms and concepts, and the reporting structure found in the audited financial statements for the same enterprise funds. As such, the key measures are Net Income and Capital Resource Availability.

Special Revenue Funds: The City maintains several Special Revenue Funds, which are used to account for those types of revenues that are legally restricted to being spent for a specific purpose (except expendable trusts, or major capital projects). These revenues must be accounted for separately from the General Fund for a variety of reasons, and do not necessarily follow the same fiscal year as the General Fund. Special Revenue Funds include the following types of funds:

Revolving Funds: Revolving Funds allow the City to raise revenues from a specific service, and use those revenues to support the service without appropriation. Revolving Funds are established by statute or bylaw, and may require re-authorization each year by the City Council. The City maintains a number of Revolving Funds, such as the PEG Access and Recreation Revolving Funds.

1. Receipts Reserved for Appropriation: These receipts are special revenues that are restricted to a specific use, but also require appropriation by the Board of Aldermen, such as insurance settlement monies and the proceeds from the sale of City property.
2. School Grants: These grants account for several specially-financed education programs under grants received from the federal or state governments, including professional development, SPED early childhood development, drug-free school programs, and certain capital improvements.
3. Other Intergovernmental Funds: These funds account for several grants or monies received by the City from the federal or state governments, including a variety of community policing grants, Chapter 90 highway monies, state election grants, state library aid, and various Council on Aging programs, such as "meals-on-wheels."
4. Other Special Revenue Funds: These funds account for miscellaneous special revenues often involving private donations for a specific purpose, such as departmental gifts for police and fire, various Council on Aging programs, and Planning Board gifts from developers for infrastructure improvements related to proposed projects.

Stabilization Funds: The City has a total of 30 Stabilization Funds including the Capital Stabilization Fund, Rainy Day Stabilization Fund and the Health Claims Trust Fund. The Capital Stabilization Fund is used to fund the City's pay-as-you-go capital projects. The Rainy Day Stabilization Fund is used to offset potential cuts in services or increases in taxes when projected revenues do not meet projected demands. In 2017 City created the Green Line Stabilization Fund to mitigate the debt service cost. The projected debt associated with the green line project is \$50M. The balance of all stabilization funds held by the City was \$64,905,242 as of June 30, 2021.

Fiduciary Funds: Fiduciary Funds are used to account for assets held by the City in a trustee capacity, or as an agent for individuals, private organizations, and other governmental units. Fiduciary Funds include expendable trusts, non-expendable trusts, and agency funds.



Expendable Trusts: Expendable Trusts are used to account for monies received by the City in a trustee capacity where both the principal and the earnings of the fund may be expended.

Non-expendable Trusts: These trusts are used to account for trusts where the principal must remain intact (that is, cannot be expended). Generally income earned on the non-expendable trust principal may be expended in accordance with the conditions of the trust.

Agency Funds: Agency Funds are used to account for funds that are custodial in nature, and do not involve the measurement of operations, such as the fund for the City's deferred compensation plan.

Fund Balances

The City's audited financial statements are prepared annually by an outside auditor. The Comprehensive Annual Financial Report is available in its entirety online and displays year-end financials reported in a manner consistent with generally-accepted accounting principles. These reporting methods differ from the descriptions in the above sections for that reason.

The following major governmental funds are reported:

The *general fund* is the primary operating fund. It is used to account for all financial resources, except those that are required to be accounted for in another fund.

The *strategic planning and community development fund* is used to account for grant activities of the Office of Strategic Planning & Community Development.

The *capital projects fund* is used to account for activities associated with constructing and acquiring assets for both general city-wide and school construction projects.

The *nonmajor governmental funds* consist of other special revenue, capital projects and permanent funds that are aggregated and presented in the nonmajor governmental funds column on the governmental funds financial statements.

The table below illustrates changes in fund balances during FY21:



GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

YEAR ENDED JUNE 30, 2021

	General	Strategic Planning & Community Development	ARPA Fund	Capital Projects Fund	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:						
Real estate and personal property taxes,						
net of tax refunds.....	\$ 183,154,974	\$ -	\$ -	\$ -	\$ -	\$ 183,154,974
Tax liens.....	356,770	-	-	-	-	356,770
Motor vehicle and other excise taxes.....	9,044,955	-	-	-	-	9,044,955
Penalties and interest on taxes.....	1,134,120	-	-	-	-	1,134,120
Payments in lieu of taxes.....	1,506,512	-	-	-	-	1,506,512
Intergovernmental - Teachers Retirement.....	24,198,743	-	-	-	-	24,198,743
Intergovernmental.....	49,807,996	5,349,191	-	13,616,714	26,929,647	95,703,548
Departmental and other.....	21,238,318	-	-	-	11,113,630	32,351,948
Community preservation taxes.....	-	-	-	-	5,049,564	5,049,564
Community preservation state match.....	-	-	-	-	616,084	616,084
Contributions and donations.....	2,284,093	-	-	-	1,867,544	4,151,637
Investment income.....	855,951	1,787	12,848	-	30,992	901,578
Miscellaneous.....	542,352	-	-	-	2,443	544,795
TOTAL REVENUES.....	294,124,784	5,350,978	12,848	13,616,714	45,609,904	358,715,228
EXPENDITURES:						
Current:						
General government.....	28,243,291	-	-	8,866,226	7,855,530	44,965,047
Public safety.....	47,725,873	-	-	237,496	7,856,442	55,819,811
Education.....	77,513,178	-	-	65,352,183	15,032,066	157,897,427
Public works.....	24,039,917	-	-	2,937,806	1,485,582	28,463,305
Community development.....	-	5,477,417	-	-	126,370	5,603,787
Health and human services.....	99,776	-	-	-	1,653,702	1,753,478
Culture and recreation.....	3,777,411	-	-	5,130,176	734,999	9,642,586
Community preservation.....	-	-	-	-	3,211,629	3,211,629
Pension benefits.....	14,831,874	-	-	-	-	14,831,874
Pension benefits - Teachers Retirement.....	24,198,743	-	-	-	-	24,198,743
Employee benefits.....	27,891,360	-	-	-	-	27,891,360
State and county charges.....	13,340,937	-	-	-	-	13,340,937
Debt service:						
Principal.....	7,970,553	-	-	-	170,000	8,140,553
Interest.....	7,040,748	-	-	-	272,778	7,313,526
TOTAL EXPENDITURES.....	276,673,661	5,477,417	-	82,523,887	38,399,098	403,074,063
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	17,451,123	(126,439)	12,848	(68,907,173)	7,210,806	(44,358,835)
OTHER FINANCING SOURCES (USES):						
Issuance of bonds.....	-	-	-	36,992,000	-	36,992,000
Premium from issuance of bonds.....	-	-	-	8,603,147	1,837,186	10,440,333
Payments to bond escrow agent.....	-	-	-	-	(9,013,030)	(9,013,030)
Proceeds from the sale of capital assets.....	-	-	-	-	18,869,818	18,869,818
Transfers in.....	2,242,794	-	-	3,330,243	2,621,421	8,194,458
Transfers out.....	(5,526,323)	-	-	(911,288)	(4,908,308)	(11,345,919)
TOTAL OTHER FINANCING SOURCES (USES).....	(3,283,529)	-	-	48,014,102	9,407,087	54,137,660
SPECIAL ITEM:						
MBTA reimbursement.....	-	-	-	20,000,000	-	20,000,000
NET CHANGE IN FUND BALANCES.....	14,167,594	(126,439)	12,848	(893,071)	16,617,893	29,778,825
FUND BALANCES AT BEGINNING OF YEAR, AS REVISED.....	75,162,299	19,198,403	-	(8,317,055)	40,238,892	126,282,539
FUND BALANCES AT END OF YEAR.....	\$ 89,329,893	\$ 19,071,964	\$ 12,848	\$ (9,210,126)	\$ 56,856,785	\$ 156,061,364

See notes to basic financial statements.



In addition, the following major proprietary funds are reported:

The **Water Enterprise Fund** is used to account for the financial activity as a result of the ongoing operations within the water department.

The **Sewer Enterprise Fund** is used to account for the financial activity as a result of the ongoing operations within the sewer department.

The **Veteran's Memorial Ice Rink Enterprise Fund** is used to account for the financial activity as a result of the ongoing operation of the Veteran's Memorial and Founder's ice rinks.

The **Dilboy Field Enterprise Fund** is used to account for the financial activity as a result of the ongoing operations of the Dilboy Stadium.

PROPRIETARY FUNDS STATEMENT OF NET POSITION JUNE 30, 2021						
Business-type Activities - Enterprise Funds						
	Water	Sewer	Veterans Memorial Ice Rink	Dilboy Stadium	Kennedy School Pool	Total
ASSETS						
CURRENT:						
Cash and cash equivalents.....	\$ 8,609,355	\$ 18,458,686	\$ 495,662	\$ 138,664	\$ 461,887	\$ 28,164,254
Receivables, net of allowance for uncollectibles:						
User charges.....	4,953,377	8,910,741	-	-	-	13,864,118
Total current assets.....	13,562,732	27,369,427	495,662	138,664	461,887	42,028,372
NONCURRENT:						
Capital assets, nondepreciable.....	7,709,524	31,511,876	-	-	-	39,221,400
Capital assets, net of accumulated depreciation.....	40,667,438	35,753,613	2,705,800	-	-	79,126,851
Total noncurrent assets.....	48,376,962	67,265,489	2,705,800	-	-	118,348,251
TOTAL ASSETS.....	61,939,694	94,634,916	3,201,462	138,664	461,887	160,376,623
DEFERRED OUTFLOWS OF RESOURCES						
Deferred outflows related to pensions.....	250,412	363,596	-	-	-	614,008
LIABILITIES						
CURRENT:						
Warrants payable.....	768,829	2,620,060	-	-	-	3,388,889
Accrued payroll.....	42,464	38,870	3,462	-	14,670	99,466
Accrued interest.....	26,164	28,858	13,997	-	-	69,019
Compensated absences.....	100	1,800	-	-	-	1,900
Notes payable.....	2,921,170	26,905,183	-	-	-	29,826,353
Bonds payable.....	1,148,009	480,079	190,000	-	-	1,818,088
Total current liabilities.....	4,906,736	30,074,850	207,459	-	14,670	35,203,715
NONCURRENT:						
Compensated absences.....	27,500	34,800	-	-	-	62,300
Net pension liability.....	929,087	1,349,029	-	-	-	2,278,116
Net other postemployment benefits liability.....	2,564,674	263,262	-	-	-	2,827,936
Bonds payable.....	10,459,384	8,211,041	1,100,000	-	-	19,770,425
Total noncurrent liabilities.....	13,980,645	9,858,152	1,100,000	-	-	24,938,797
TOTAL LIABILITIES.....	18,887,381	39,933,002	1,307,459	-	14,670	60,142,512
DEFERRED INFLOWS OF RESOURCES						
Deferred inflows related to pensions.....	566,963	823,227	-	-	-	1,390,190
Deferred inflows related to other postemployment benefits.....	1,710,654	175,611	-	-	-	1,886,265
TOTAL DEFERRED INFLOWS OF RESOURCES.....	2,277,617	998,838	-	-	-	3,276,455
NET POSITION						
Net investment in capital assets.....	35,430,692	33,857,043	1,415,800	-	-	70,703,535
Unrestricted.....	5,594,416	20,209,629	478,203	138,664	447,217	26,868,129
TOTAL NET POSITION.....	\$ 41,025,108	\$ 54,066,672	\$ 1,894,003	\$ 138,664	\$ 447,217	\$ 97,571,664

See notes to basic financial statements.

